

Prerequisites

Table of Contents

ASCENDER Grade Reporting - End-of-Semester and End-of-Year Processes

This guide covers the complete process for the end of a semester and end of the school year.

IMPORTANT: Each LEA will have unique situations. Some of the images and examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Prerequisites

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the ASCENDER Student Overview guide.

NOTE: Your pages may look different depending on your grading cycle setup. Years shown may not represent current year and may be for example only.

I. Before you begin

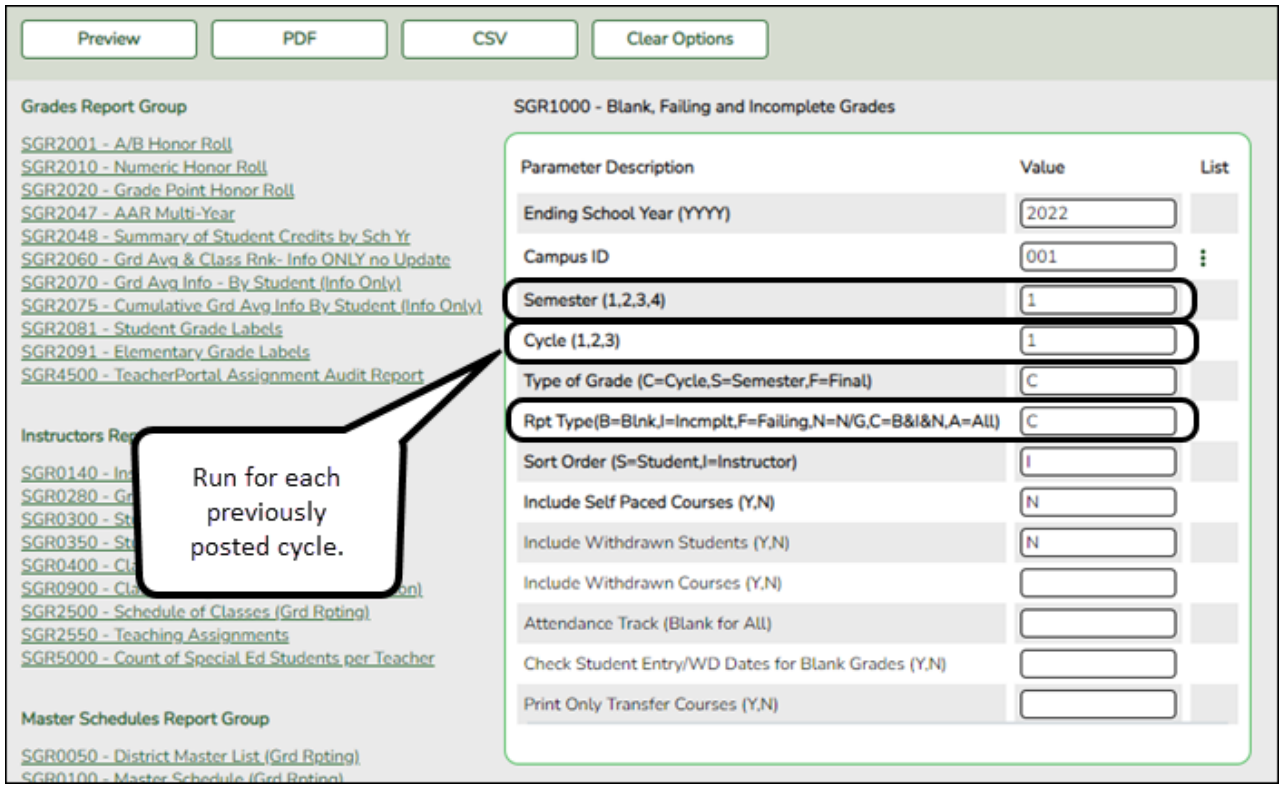
IMPORTANT: For semester averages to calculate accurately, ALL previous/closed cycle grade fields must be reviewed for blank, incomplete, and N/G grades. Accurate working semester averages are essential for assuring a successful import of semester grades.

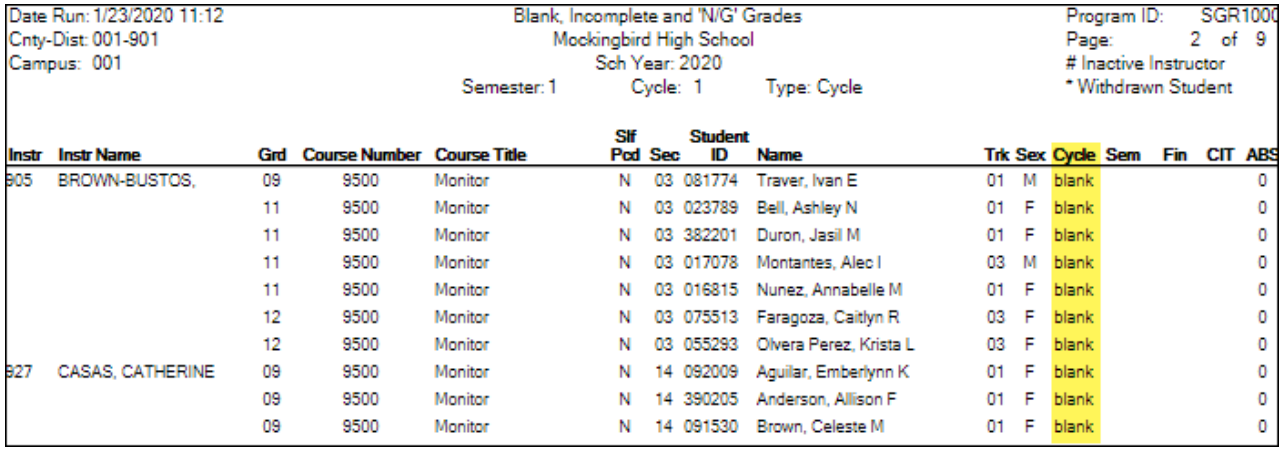
Run the SGR1000 - Blank, Failing and Incomplete Grades report.

Run the SGR1000 - Blank, Failing and Incomplete Grades report

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades

This report provides a list of students with blank, failing, or incomplete grades, and No Grade. Self-paced courses can be included. The report should be run for each previous cycle to check student grade fields in ASCENDER Grade Reporting for blanks, incompletes (I), and No Grade (N/G). Posted blank or incomplete cycle grades MUST be updated prior to posting semester grades from the TeacherPortal in order to post accurate working semester averages.





Date Run: 1/23/2020 11:12
Cnty-Dist: 001-901
Campus: 001

Blank, Incomplete and 'N/G' Grades
Mockingbird High School
Sch Year: 2020
Semester: 1 Cycle: 1 Type: Cycle

Program ID: SGR1000
Page: 2 of 9
Inactive Instructor
* Withdrawn Student

Instr	Instr Name	Grd	Course Number	Course Title	Slf Pod	Sec	Student ID	Name	Trk	Sex	Cycle	Sem	Fin	CIT	ABS
905	BROWN-BUSTOS,	09	9500	Monitor	N	03	081774	Traver, Ivan E	01	M	blank				0
		11	9500	Monitor	N	03	023789	Bell, Ashley N	01	F	blank				0
		11	9500	Monitor	N	03	382201	Duron, Jasil M	01	F	blank				0
		11	9500	Monitor	N	03	017078	Montantes, Alec I	03	M	blank				0
		11	9500	Monitor	N	03	016815	Nunez, Annabelle M	01	F	blank				0
		12	9500	Monitor	N	03	075513	Faragoza, Caitlyn R	03	F	blank				0
		12	9500	Monitor	N	03	055293	Olvera Perez, Krista L	03	F	blank				0
927	CASAS, CATHERINE	09	9500	Monitor	N	14	092009	Aguilar, Emberlynn K	01	F	blank				0
		09	9500	Monitor	N	14	390205	Anderson, Allison F	01	F	blank				0
		09	9500	Monitor	N	14	091530	Brown, Celeste M	01	F	blank				0

❑ Run this report for each posted cycle.

Set **Rpt Typ** to C to get only the blank, incomplete, and N/G grades.

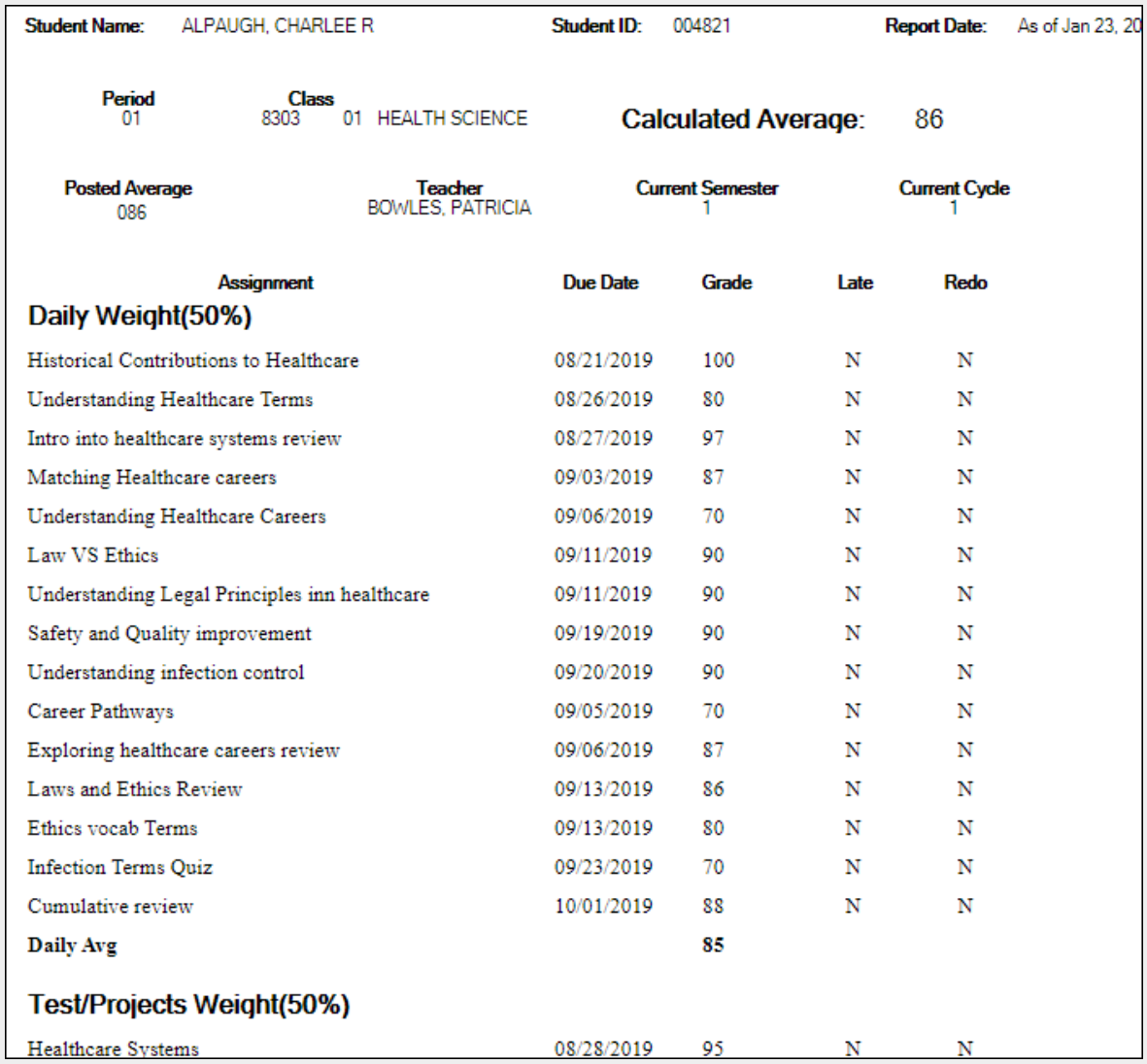
❑ It is recommended that you distribute the report to the instructors for assistance in updating

the incomplete, blanks, and No Grades, and set a deadline that allows time to enter the grade changes prior to posting grades for the final cycle-semester end date.

NOTE: You can also run SGR0900 - Class Rolls (Student Grade Information) for a prior cycle (by instructor or course) which will help identify students who have cycle grades that need to be calculated by the instructor in TeacherPortal. You can print and distribute this report as a verification sheet for instructors to update and sign.

Note that the report may also include students who are waiting on cycle grades from a previous district.

TIP: For an individual student report of current assignment grades that have been entered in TeacherPortal, use Grade Reporting > Maintenance > Student > Individual Maint > Assignments and click the to view a report for the course.



Student Name: ALPAUGH, CHARLEE R **Student ID:** 004821 **Report Date:** As of Jan 23, 20

Period 01 **Class** 8303 01 HEALTH SCIENCE **Calculated Average:** 86

Posted Average 086 **Teacher** BOWLES, PATRICIA **Current Semester** 1 **Current Cycle** 1

Assignment	Due Date	Grade	Late	Redo
Daily Weight(50%)				
Historical Contributions to Healthcare	08/21/2019	100	N	N
Understanding Healthcare Terms	08/26/2019	80	N	N
Intro into healthcare systems review	08/27/2019	97	N	N
Matching Healthcare careers	09/03/2019	87	N	N
Understanding Healthcare Careers	09/06/2019	70	N	N
Law VS Ethics	09/11/2019	90	N	N
Understanding Legal Principles inn healthcare	09/11/2019	90	N	N
Safety and Quality improvement	09/19/2019	90	N	N
Understanding infection control	09/20/2019	90	N	N
Career Pathways	09/05/2019	70	N	N
Exploring healthcare careers review	09/06/2019	87	N	N
Laws and Ethics Review	09/13/2019	86	N	N
Ethics vocab Terms	09/13/2019	80	N	N
Infection Terms Quiz	09/23/2019	70	N	N
Cumulative review	10/01/2019	88	N	N
Daily Avg		**85**		
Test/Projects Weight(50%)				
Healthcare Systems	08/28/2019	95	N	N

Update blank, incomplete, and N/G cycle grades for students.

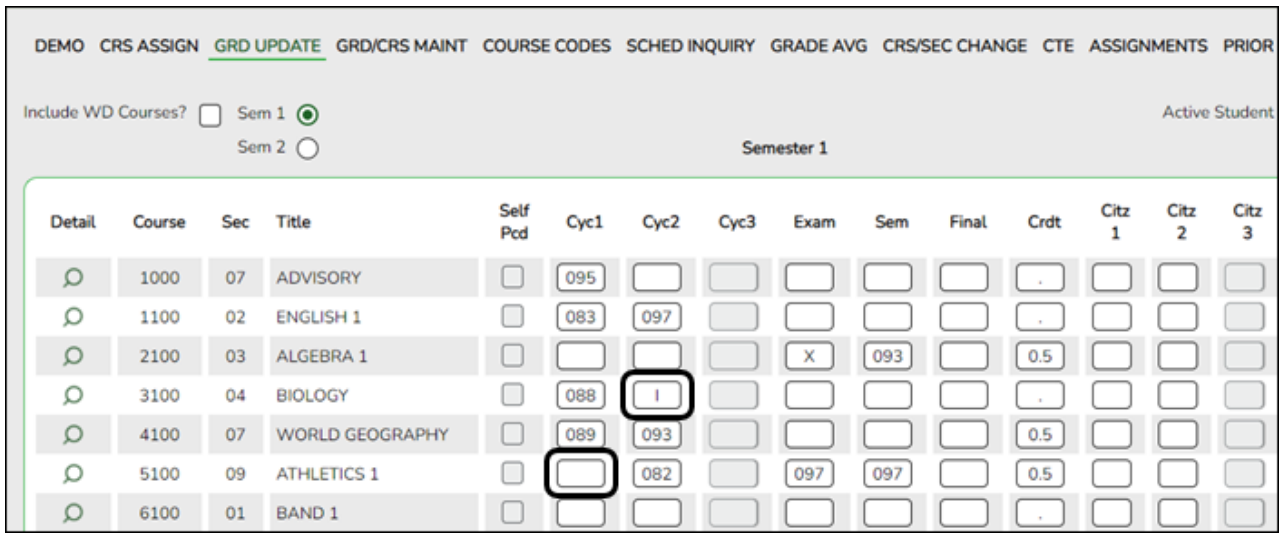
Update blank, incomplete, and N/G cycle grades for students.

Grades can be updated for students individually or as a group (same instructor-course).

- Individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update
- Group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades

Individual Students:

Grade Reporting > Maintenance > Student > Individual Maint > Grd Update



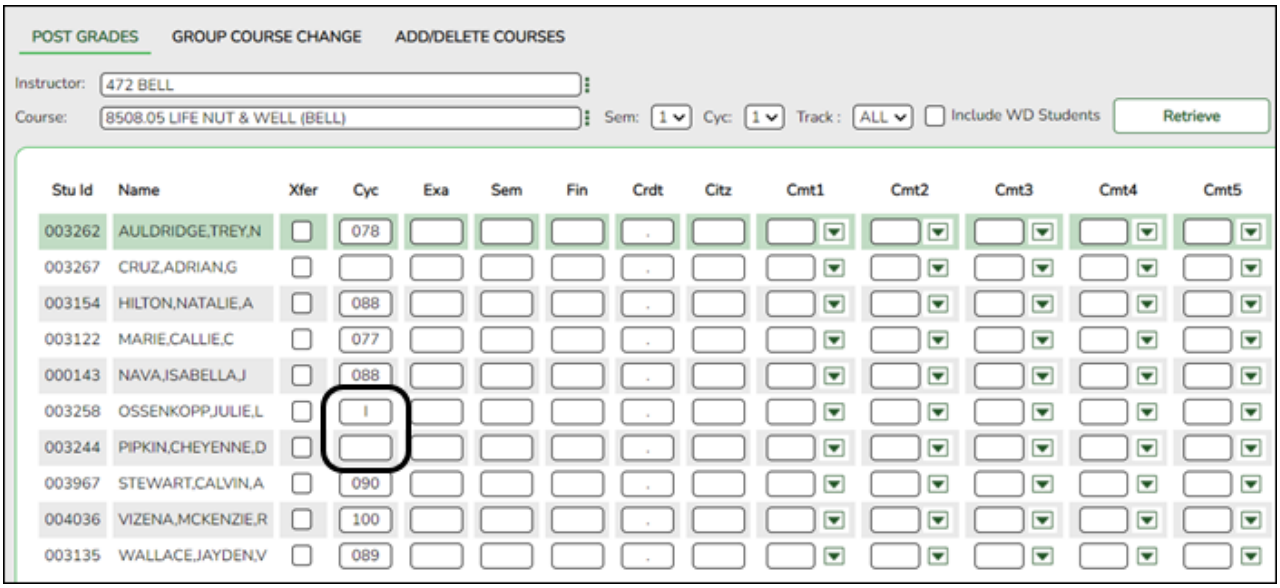
❑ Update blank, incomplete, and N/G grades with information provided by the instructor.

The updated cycle grade field will then be posted in TeacherPortal, which allows the system to calculate a current working semester average in TeacherPortal system prior to running the Grade Posting From ASCENDER TeacherPortal utility.

❑ Verify these updated fields are displayed and calculating correctly in TeacherPortal.

Group of Students:

Grade Reporting > Maintenance > Student > Group Maint > Post Grades



❑ Update blank, incomplete, and N/G grades with information provided by the instructor.

Run SGR1000 again.

Run SGR1000 again.

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades

The report should have no data if all blanks, incompletes, and N/G grades have been corrected.

> **NOTE:** There are some situations where you may not be able to correct all grades. For example, a student may be sick for an extended period at the end of a cycle. You will need to follow up for that student. It is recommended that you retain a list of any blank, incomplete, or N/G grades that could not be updated before posting end-of-semester grades.

Run the SGR0450 - Attendance Percentage by Course report.

Run the SGR0450 - Attendance Percentage by Course report.

Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR0450 -

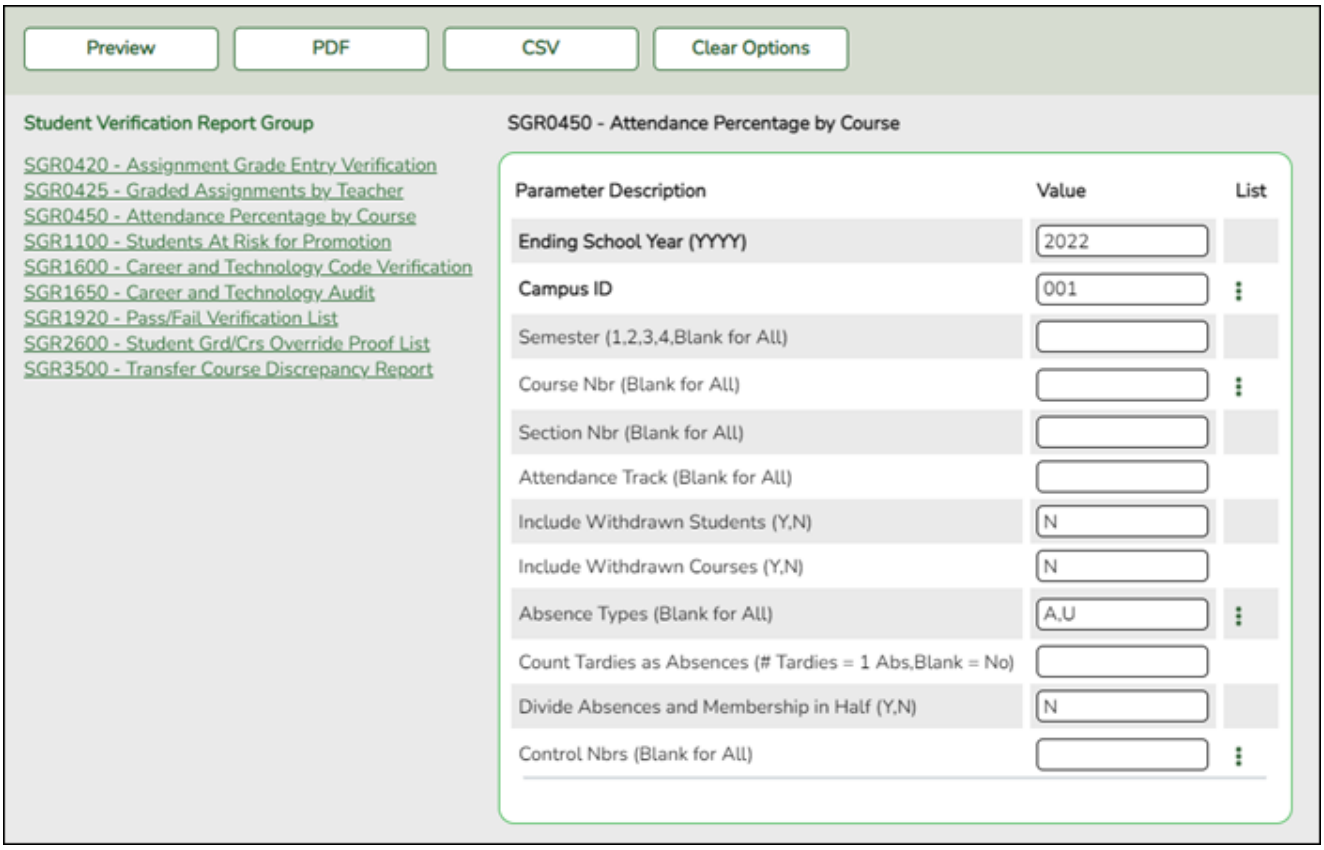
Attendance Percentage by Course

This report is used to determine if a student meets the 90% attendance rule for awarding or denying credit. For each period, the report displays course, instructor, and attendance information, including the course number and section, total absences, percentage the student was present for the course based on the course entry date, and percentage the student was present for the entire course based on days the course was taught.

The absences listed are for the days the class meets. If not correct, verify in the section record that the days of the week the class meets are accurate.

> **TIP:** This report can be used by teachers who choose to exempt students from taking exams if they meet a certain attendance requirement.

Be sure to review district policy regarding Absence Types.



Date Run: 3/1/2020 8:51 AM
Cnty-Dist: 007-906
Campus: 001

Attendance Percentage by Course
[redacted]
Sch Year: 2020
Excused Absence Types: A
This report helps identify students who may not be eligible for credit because of excessive absences.
Before denying a student course credit, user should always double-check the student's attendance information.

Program ID: SGR0450
Page: 1 of 764
Inactive Instructor

PRIN INFO TECH
Sem: 1 Slf Pod: N

Crs: 08280 Sec: 02 Period: 02 - 02 Days: MTWThF A[redacted] 803

Student Name	Stud ID	Ctrl Nbr	Act Cd	Grd Lvl	Att Trk	Orig Entry	Crs Entry	Stu WD/ Crs WD	Exc Abs	UnEx Abs	Tot Abs	Student: Mem Days	Student: % Pres Mem	Student: Non Mem Days	Course: Tot Crs Days	Course: % Pres Crs
[redacted]	[redacted]	307	1	09	01	08/26/19	08/26/19		0	0	0	77	100.00	0	77	100.00
[redacted]	[redacted]	802	1	09	01	08/26/19	08/26/19		0	10	10	77	**87.01**	0	77	**87.01**
[redacted]	[redacted]	403	1	09	01	08/26/19	08/26/19		0	1	1	77	98.70	0	77	98.70
[redacted]	[redacted]	403	1	09	01	08/26/19	08/26/19		0	0	0	77	100.00	0	77	100.00
[redacted]	[redacted]	403	1	09	01	08/26/19	08/26/19		1	0	1	77	98.70	0	77	98.70
[redacted]	[redacted]	304	1	09	01	08/26/19	08/26/19		2	0	2	77	97.40	0	77	97.40
[redacted]	[redacted]	201	1	09	01	08/26/19	09/03/19		1	0	1	72	98.61	5	77	92.20
[redacted]	[redacted]	307	1	09	01	08/26/19	08/26/19		0	0	0	77	100.00	0	77	100.00
[redacted]	[redacted]	307	1	09	01	08/26/19	08/26/19		1	2	3	77	96.10	0	77	96.10

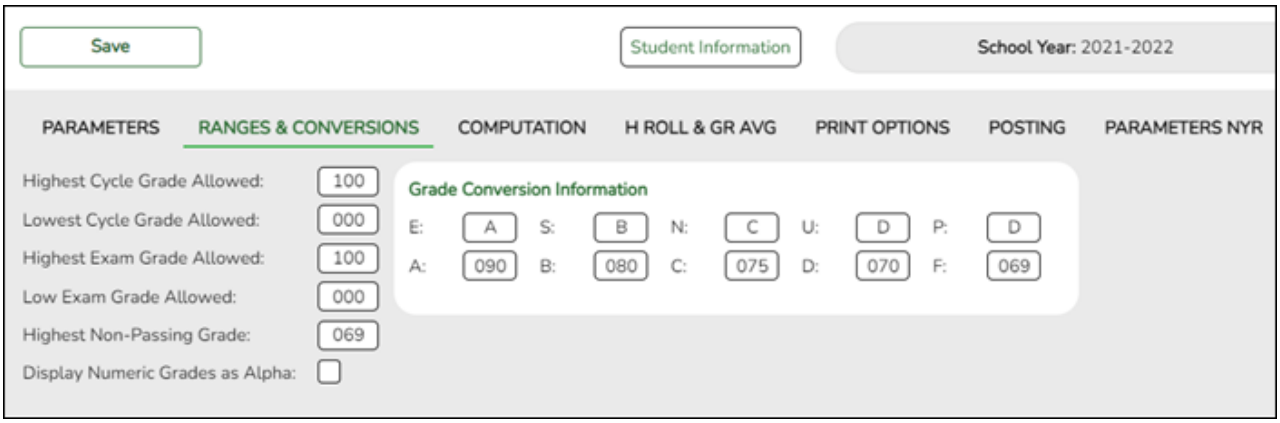
II. Review campus and district options

The following fields are likely already set correctly, but a quick check is recommended.

Review campus control option tables.

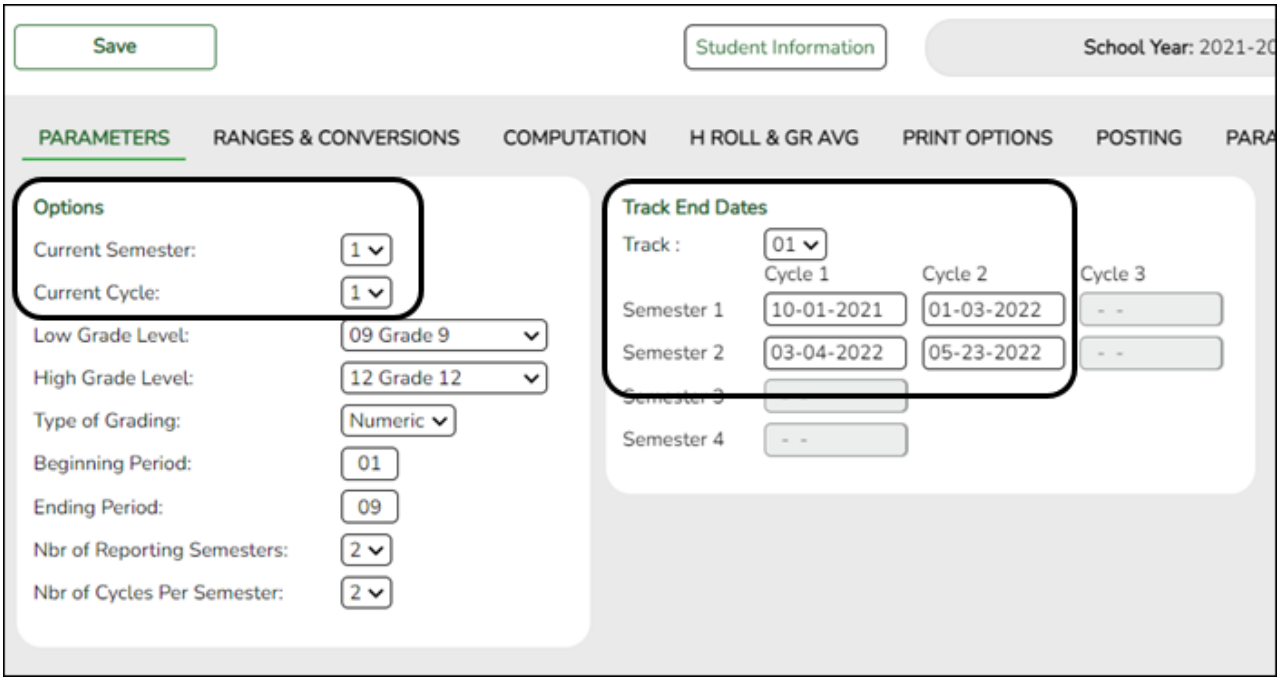
Review campus control option tables.

Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions



❑ Review Highest/Lowest grade allowed.

Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

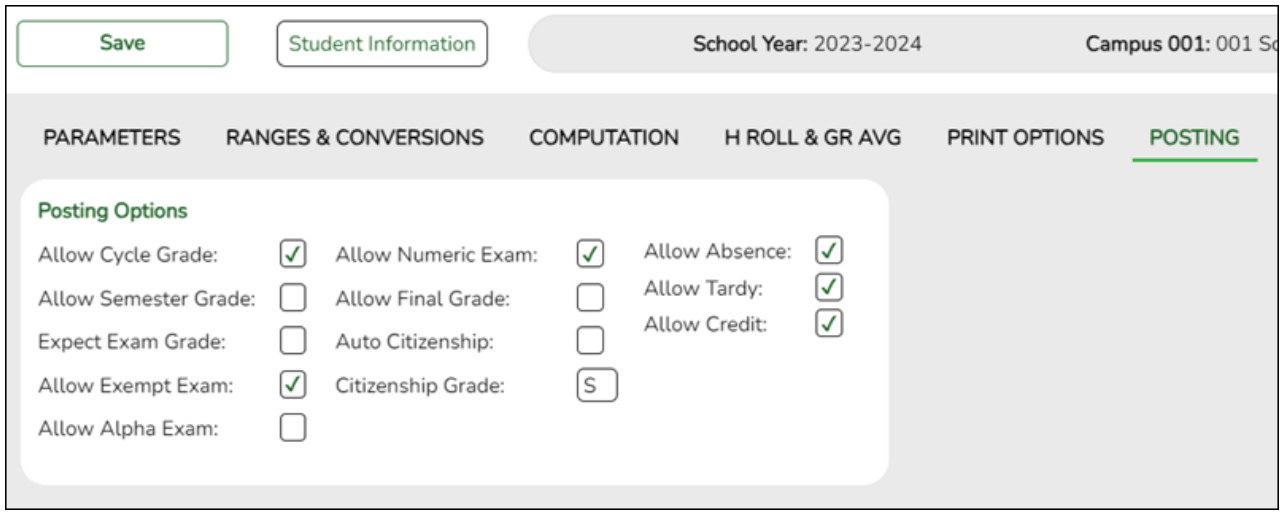


❑ Confirm that the **Current Semester**, **Current Cycle**, and **Track End Dates** fields are correct.

> **IMPORTANT:**
> Pay particular attention to **Track End Dates** if you have had any unplanned campus closure dates.

❑ Be sure to verify that track end dates are correct for each track.

Grade Reporting > Maintenance > Tables > Campus Control Options > Posting



❑ Verify that all fields are set correctly. Pay particular attention to the following:

Allow Semester Grade	Select if semester grades can be posted from TeacherPortal or external grade book files.

NOTE: The following are only necessary for campuses that do not use TeacherPortal:

Allow Absence	Select if absences can be posted from external grade book files.
Allow Tardy	Select if tardies can be posted from external grade book files.
Allow Credit	Select if credits can be posted from external grade book files.

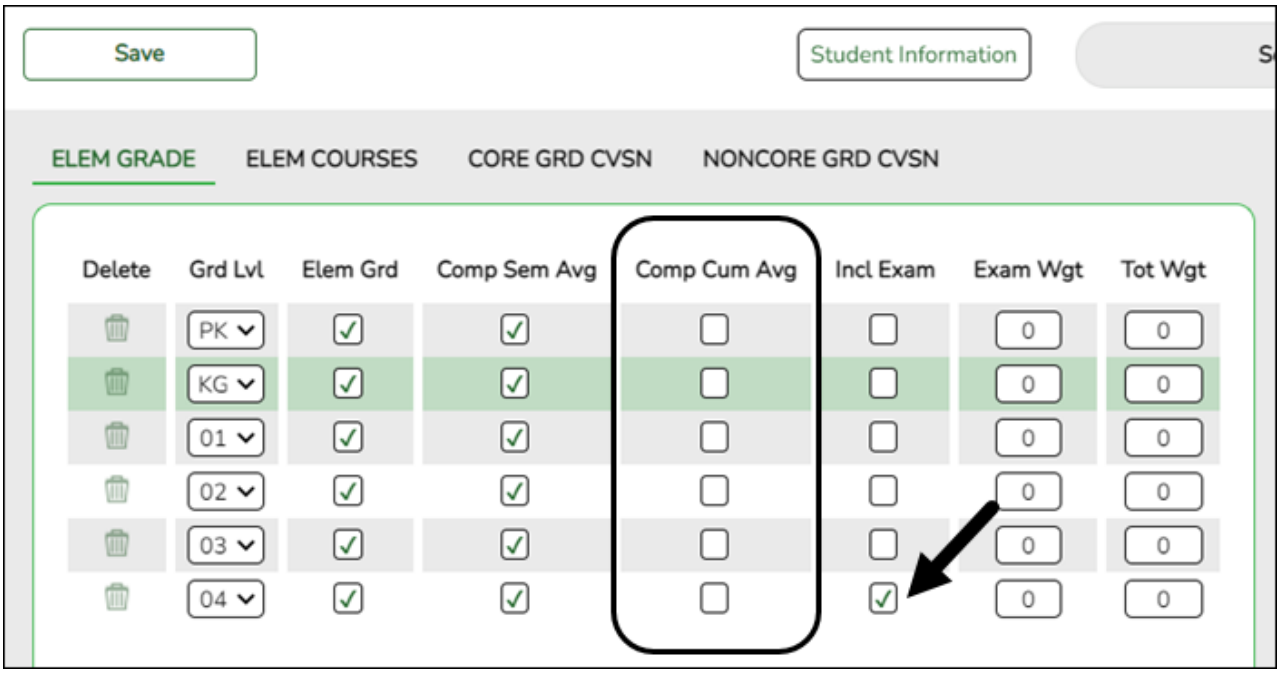
NOTE: The semester grade will come from TeacherPortal (as long as previous cycles are not blank) and semester exam grades will be calculated according to the settings in ASCENDER.

The final grade, if applicable, will be calculated when the Grade Computation and Credit Assignment or Grade Computation - Elementary utility is run.

Review tables for elementary campuses.

Review tables for elementary campuses.

Grade Reporting > Maintenance > Tables > Elementary > Elem Grade



❑ Verify that all fields are set correctly. Pay particular attention to the following:

Comp Cum Avg	Select if the system computes the cumulative year-to-date (YTD) average for students. If blank, the cumulative average is not calculated. **Campuses that use semester grades should only select this field at the end of the school year.** If selected, the YTD average is calculated with cycle grades until the end of the school year. At the end of the school year, the final grade can be calculated in one of two ways: • If you are not computing the semester average, the following formula is used to calculate the final grade: (Cycle 1 + Cycle 2 + Cycle 3 + Cycle 4 + Cycle 5 + Cycle 6) / 6 • If you are computing the semester average, the following formula is used to calculate the final grade: (Semester 1 + Semester 2) / 2 • If there is only one cycle grade and the Grade Computation - Elementary utility is run, no calculations are performed. • If only one cycle grade exists when elementary report cards (SGR1400) are run, the cycle grade is reprinted in the **Cumulative Average** column on the report card; however, it is not considered a final grade in Student Maintenance. • If there is no second semester schedule, the **Comp Cum Avg** field cannot be used; however, you can use the **Comp Sem Avg** field.

❑ If using exam grades for any grade level:

Incl Exam	Select if you want to include the exam grade in the semester average and display the **Exam** column in TeacherPortal. If selected, you must indicate the weight of the exam in the semester average in the **Exam Wgt** and **Tot Wgt** fields to calculate the weighing percentage. If not selected, the **Exam** column is disabled in TeacherPortal. If **Incl Exam** is selected for a grade level, exam grades must be entered for the entire grade level. If a student is exempt from taking the semester exam, the instructor can type X in place of the grade. **IMPORTANT:** If selected, you must also select **Include Exam in Semester Average** on Maintenance > Tables > Campus Control Options > Computation.
Exam Wgt	Type the two-digit number indicating the weight assigned to the exam grade when calculating the semester average for the grade level. If **Incl Exam** is not selected, type 0.
Tot Wgt	Type the three-digit number indicating the total weight to use to calculate the semester average. If **Incl Exam** is not selected, type 0. **Examples:** • If the semester exam counts as 14% of the semester grade, the **Exam Wgt** = 7, and the **Tot Wgt** = 50. • If the semester exam counts as 15% of the semester grade, the **Exam Wgt** = 3, and the **Tot Wgt** = 20. • If the semester exam counts as 10% of the semester grade, the **Exam Wgt** = 1, and the **Tot Wgt** = 10.

Review report card comments.

Review report card comments.

Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments

This tab allows you to set up instructor comments for student report cards and interim progress reports (IPRs). Instructors can select from these comment codes in TeacherPortal to assign codes to individual students. The comment descriptions are printed in the **Explanation of Comment Codes Used Below** section of the report card or IPR (or **Explicación de Código de Comentario Utilizado Debajo** if Spanish) when the corresponding code is selected for the report card/IPR.

Comments should be set up in both English and Spanish. If a comment code does not

have a corresponding Spanish comment, the corresponding English comment will be printed on the Spanish language report.

It is recommended that these be set up at the beginning of the year and not changed during the year.

❑ Update the comments as needed.

NOTE: If a report card comment code does not have a corresponding Spanish comment, the corresponding English comment will be printed on the Spanish language report card.

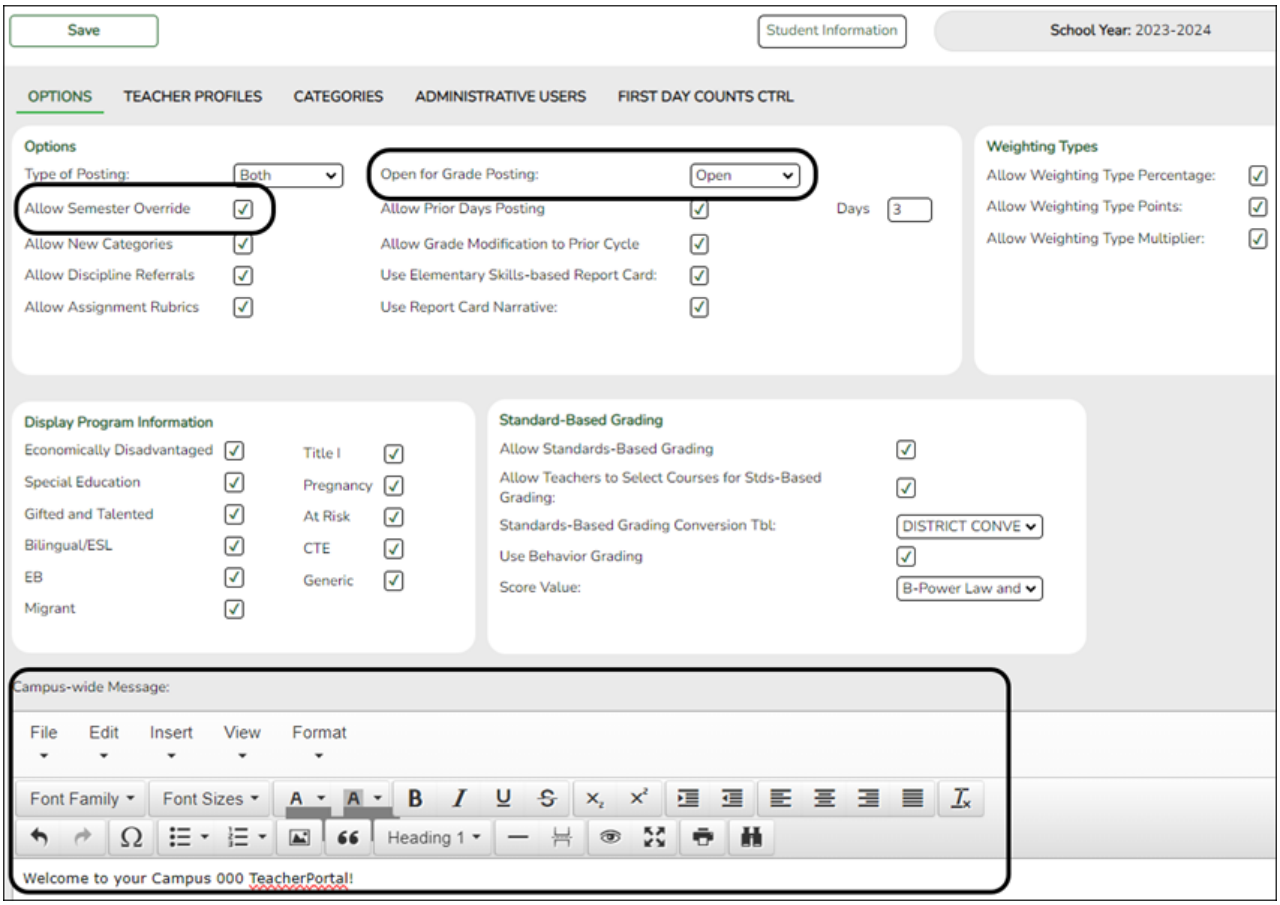
Secondary report cards (SGR1300 and SGR1350) use only codes A-N.

Elementary report cards (SGR1400) use codes A-Z and 1-9.

Review TeacherPortal options.

Review TeacherPortal options.

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options



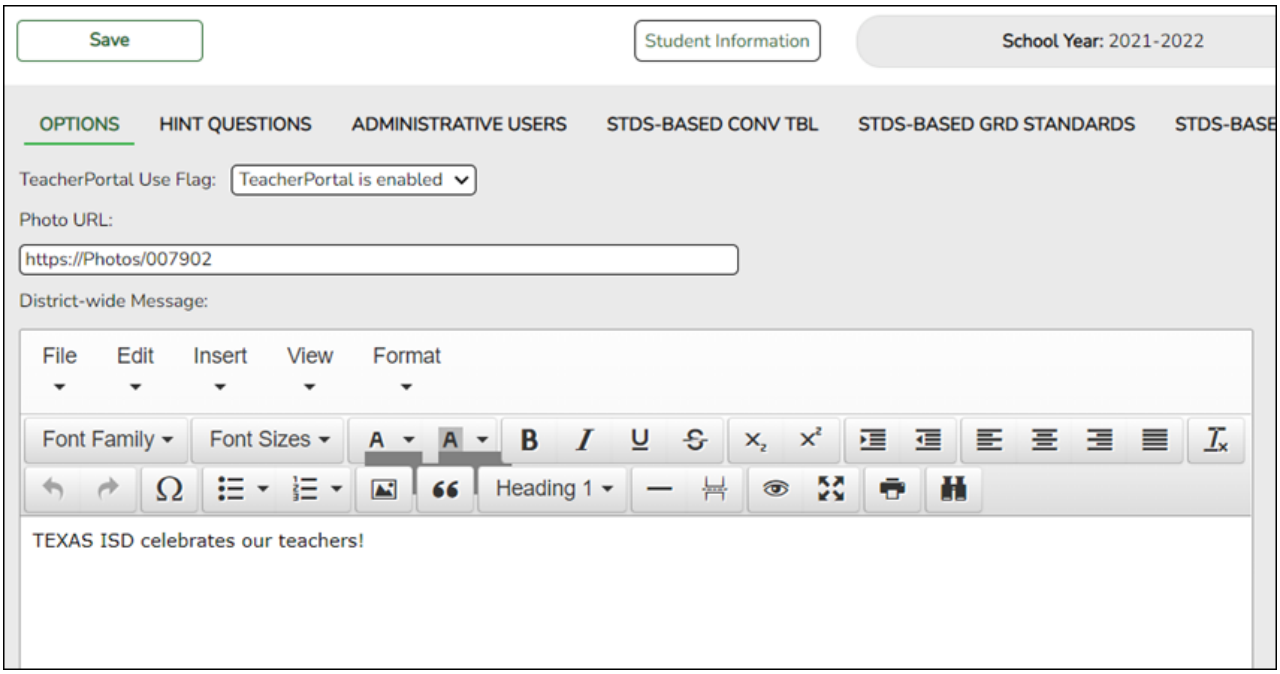
❑ Set **Open for Grade Posting** to *Open* so that instructors can post end-of-semester grades.

❑ Select **Allow Semester Override** if you wish to include the **Semester Override** field on the TeacherPortal Cycle Grades page allowing an instructor to override a working semester average.

> For example, if a student's working semester average is 69, the instructor will be able to enter 70 in the **Semester Override** field. When the Grade Posting From ASCENDER TeacherPortal utility is run, the override grade from TeacherPortal will be posted as the student's semester grade in Grade Reporting (rather than calculated).
>
> Clear the field if instructors are not allowed to override a semester grade.
>
> Be sure to check district policy about semester override grades.

❑ Update the **Campus-wide Message** as needed.

Grade Reporting > Maintenance > TeacherPortal Options > District > Options



❑ Update the **District-wide Message** as needed.

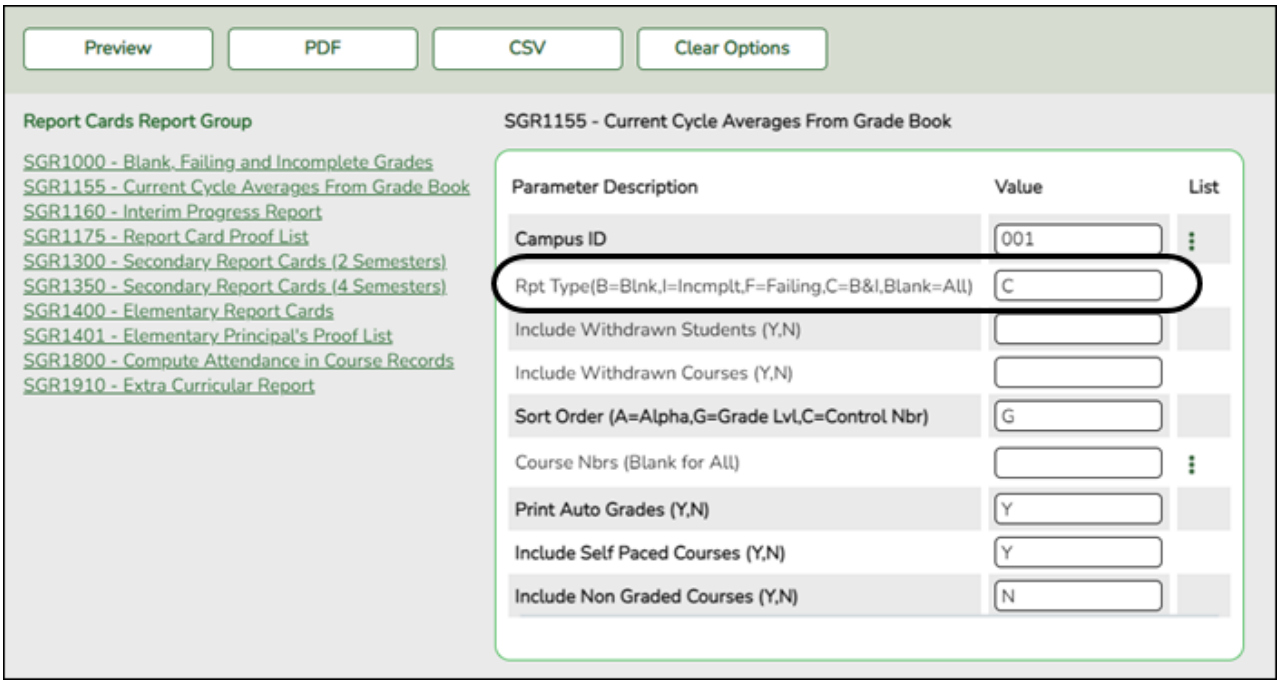
III. Verify that teachers are ready to post

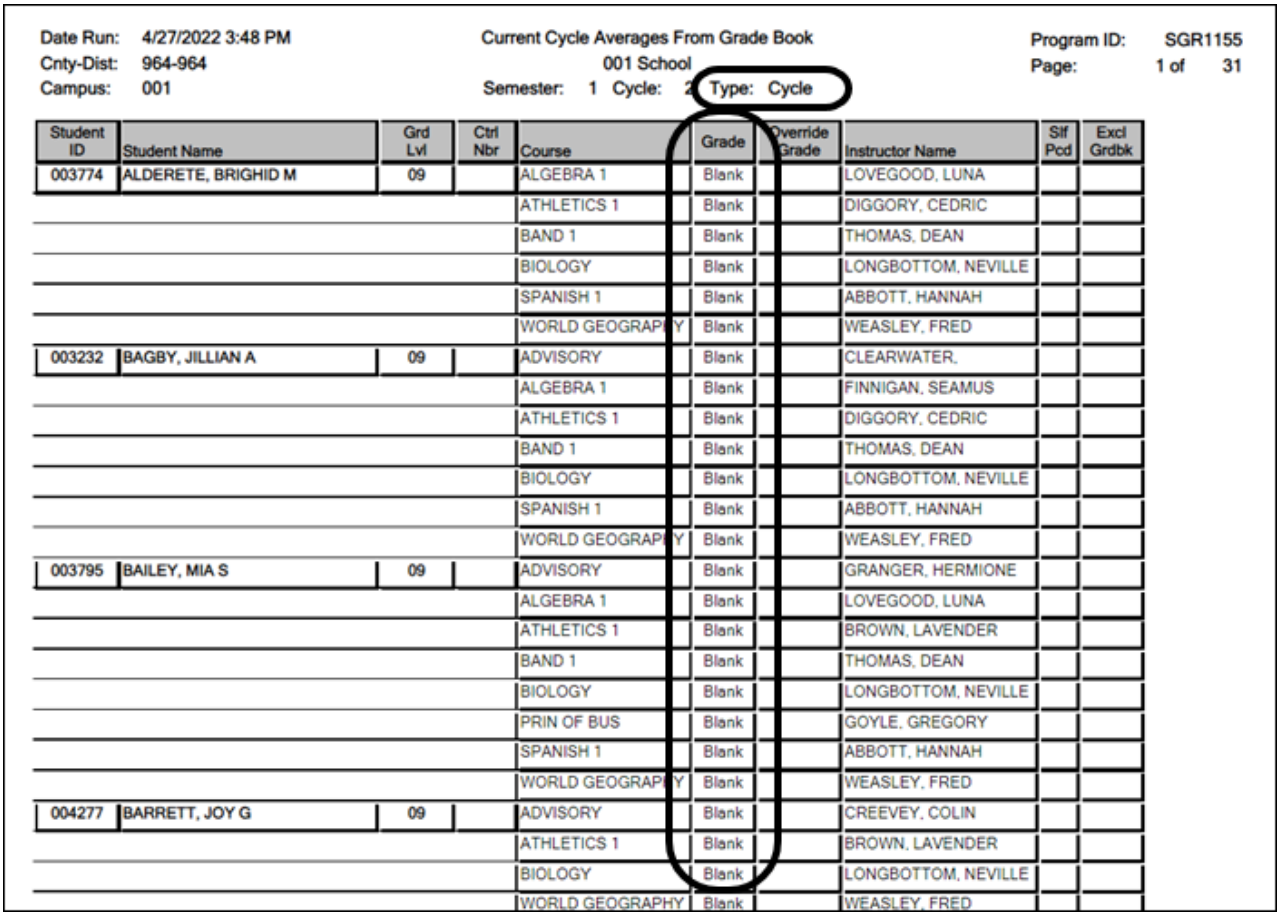
Check current cycle averages.

Check current cycle averages.

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1155 - Current Cycle Averages From Grade Book

The report displays working cycle averages from TeacherPortal.





❑ Review the list to identify instructors who still have blank or incomplete working cycle averages.

NOTE: If an assignment grade is I, the working cycle average will calculate as I.

❑ As an alternative to running SGR1155, TeacherPortal administrators can run ***TeacherPortal***

> Admin Reports > Missing Averages, which lists instructors who have students with no working cycle average, and can be sorted by teacher and course-section.

Instruct teachers to check for missing exam grades and enter missing grades.

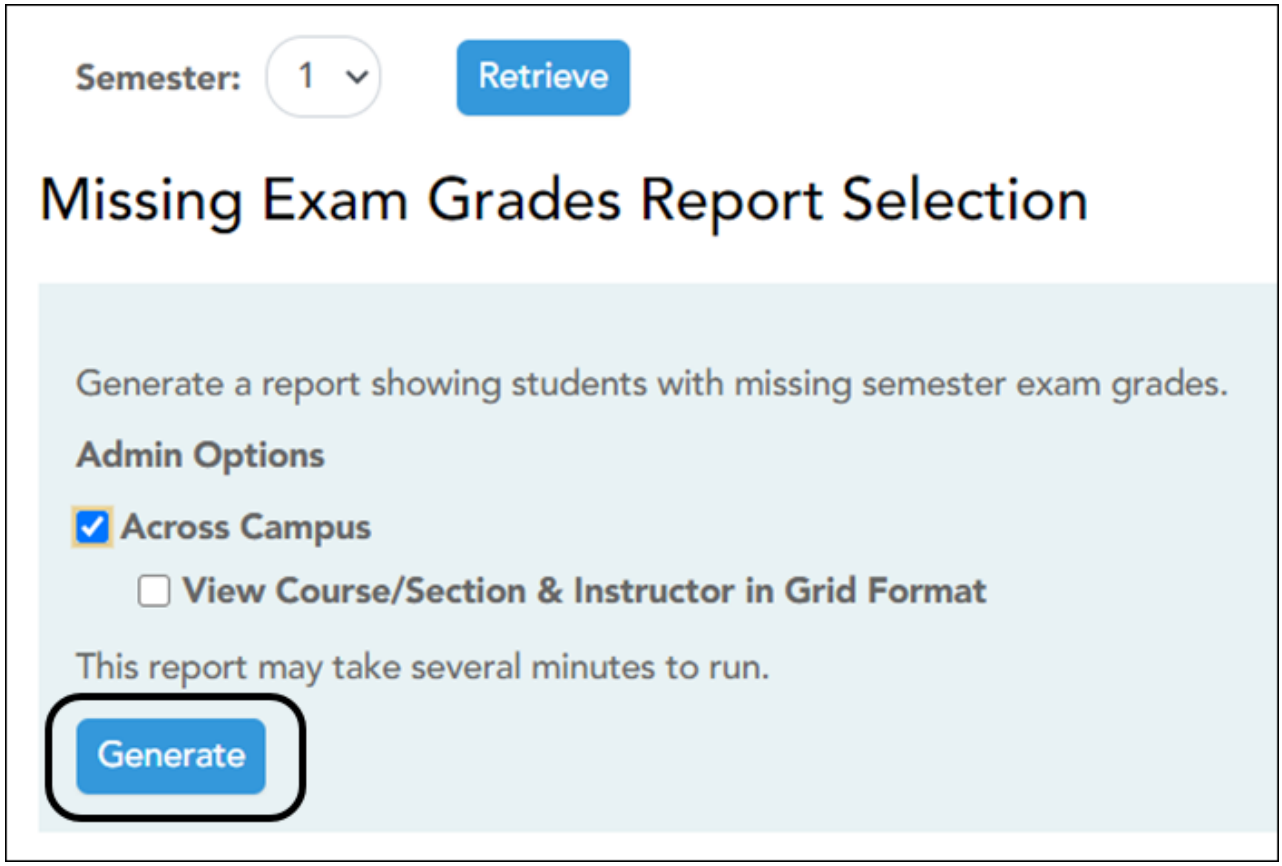
Instruct teachers to check for missing exam grades and enter missing grades.

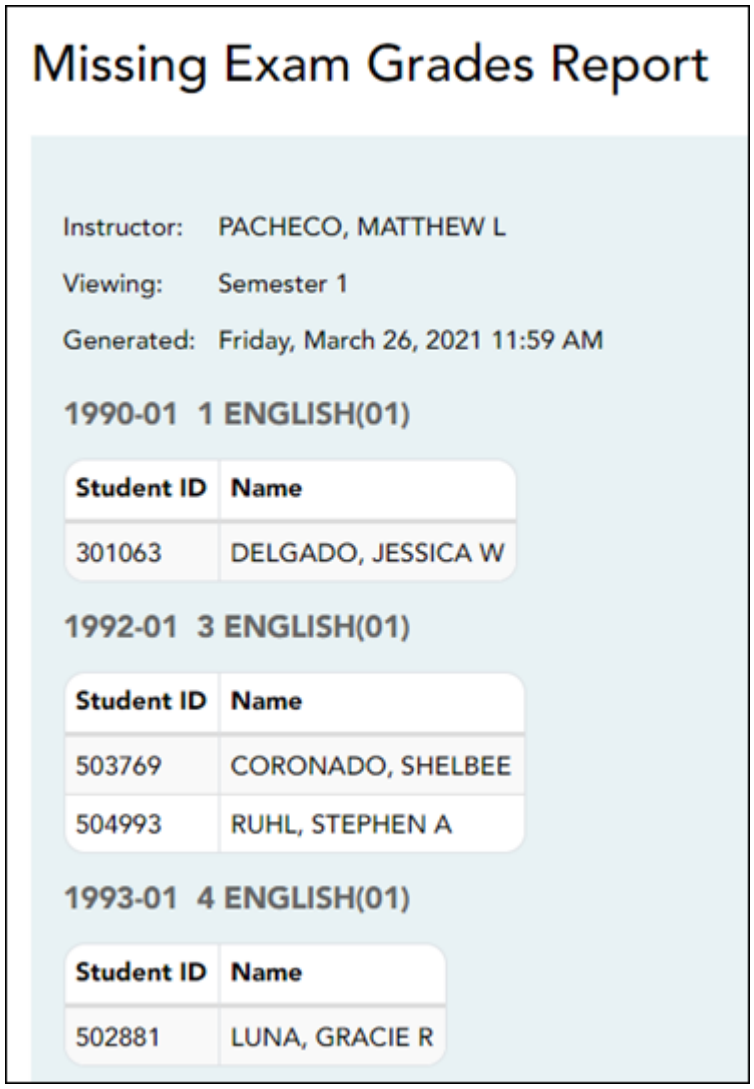
If exam grades are calculated and imported, as specified on Grade Reporting > Maintenance > Tables > Campus Control Options > Computation and Posting tabs, the exam grades cannot be blank in TeacherPortal.

The following steps should be completed by teachers using TeacherPortal to ensure that there are no blank exam grades in TeacherPortal.

NOTE: This can be completed by a TeacherPortal administrator by selecting the **Across Campus** report option. The **Run Group Report** option must be selected for the user on Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users (or on the District > Administrative Users tab).

TeacherPortal > Reports > Missing Exam Grades





Missing Exam Grades Report

Instructor: PACHECO, MATTHEW L

Viewing: Semester 1

Generated: Friday, March 26, 2021 11:59 AM

1990-01 1 ENGLISH(01)

Student ID	Name
301063	DELGADO, JESSICA W

1992-01 3 ENGLISH(01)

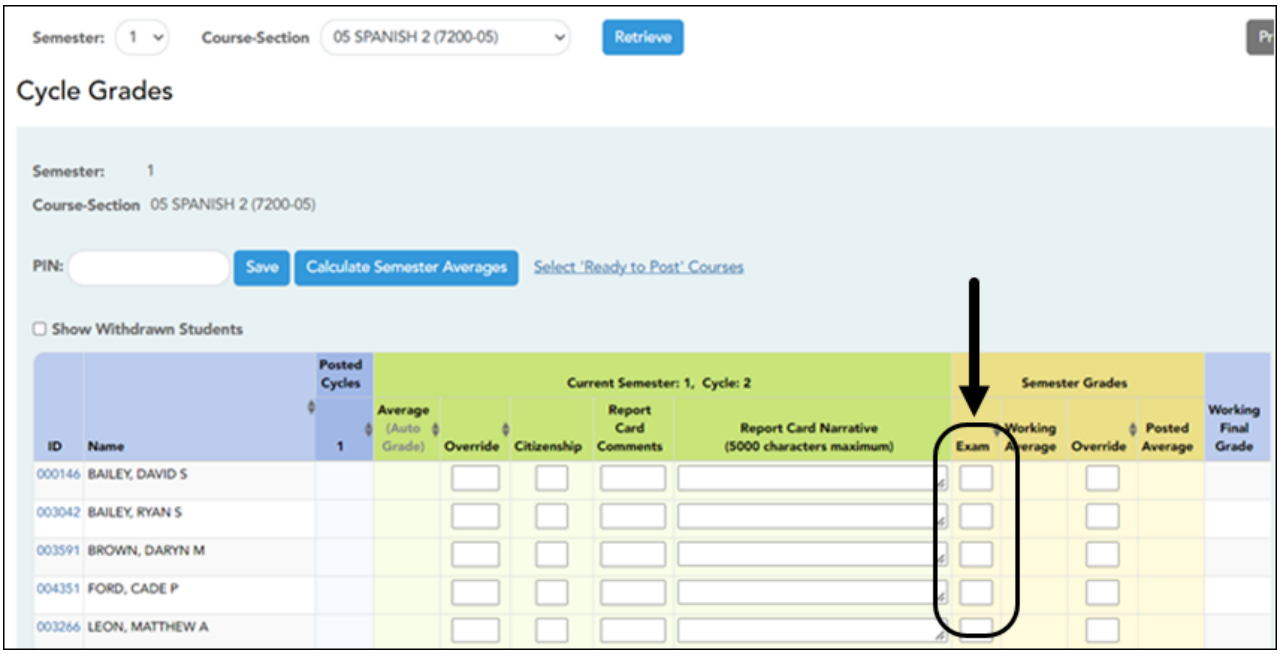
Student ID	Name
503769	CORONADO, SHELBEE
504993	RUHL, STEPHEN A

1993-01 4 ENGLISH(01)

Student ID	Name
502881	LUNA, GRACIE R

❑ Each teacher should run the TeacherPortal Missing Exam Grades Report and ensure that there are no missing exam grades. If any exam grades are missing, the grades should be updated as described next.

TeacherPortal > Grades > Cycle Grades



❑ Teachers must enter an exam grade for each student (or X for an exempt exam grade); otherwise, the semester average will not post from TeacherPortal.

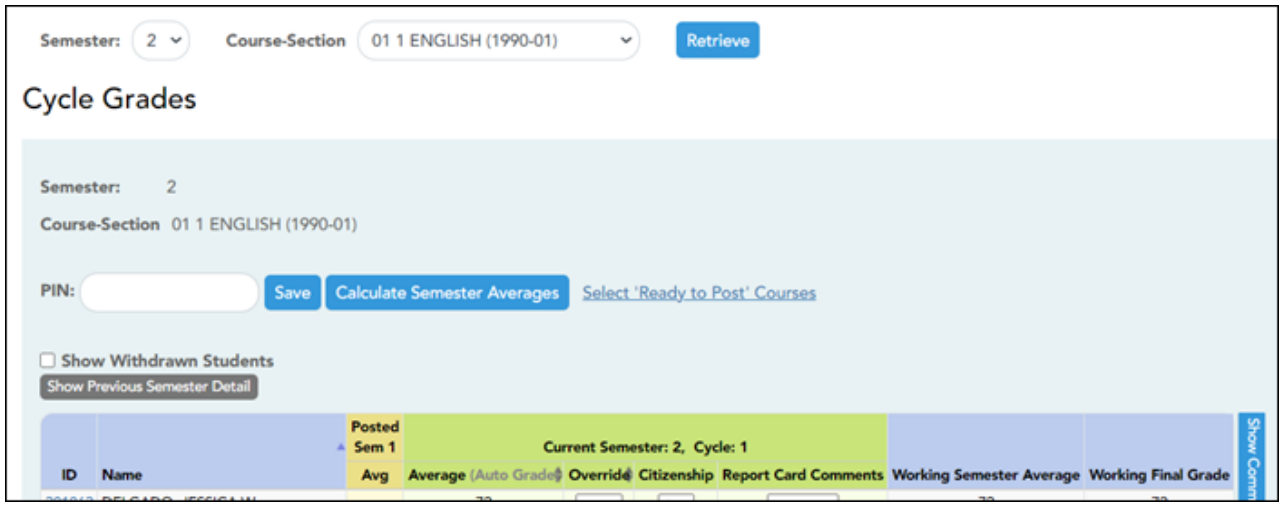
Instruct teachers to post grades.

Instruct teachers to post grades.

TeacherPortal > Grades > Cycle Grades

Instructors should mark grades as ready to post.

In TeacherPortal on the Cycle Grades page, the **Select courses to mark grades as Ready to Post** link is displayed for current cycles that are open for posting, as determined by the campus.

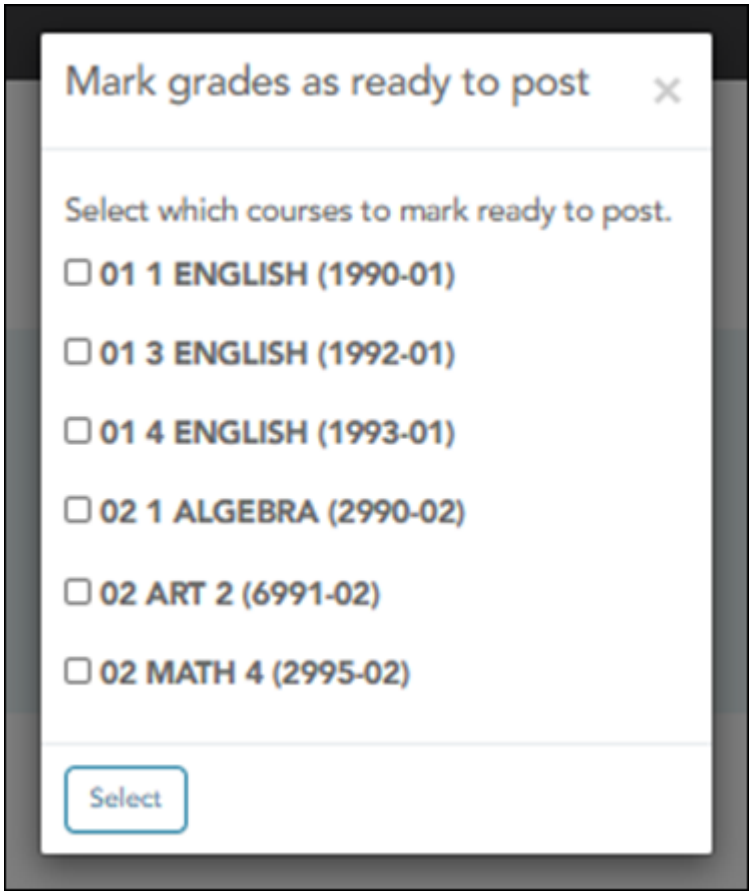


The instructor does the following:

❑ Enter all semester grades for the course, review the grades carefully, and save all changes.

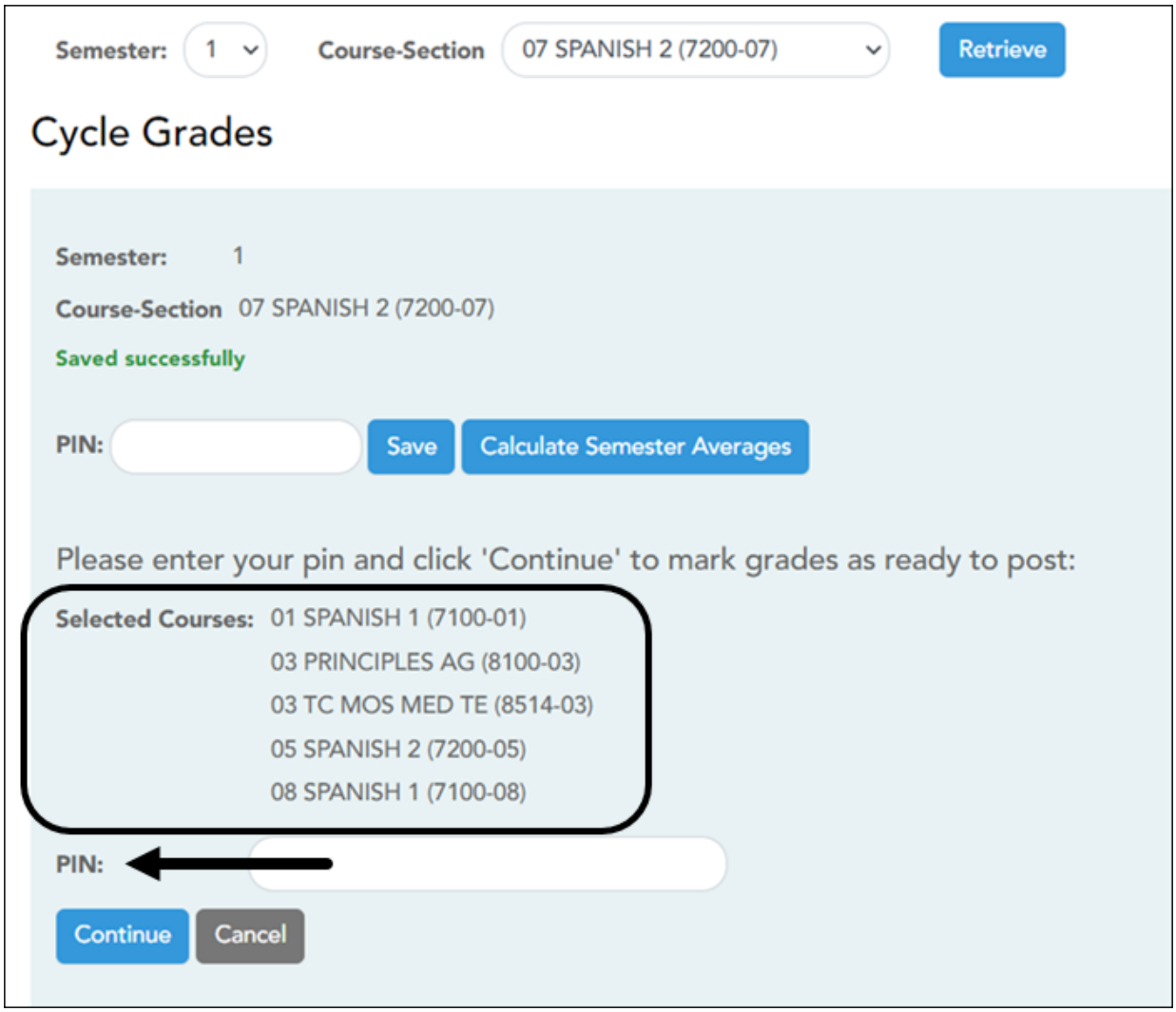
❑ Click **Select courses to mark grades as Ready to Post**.

A pop-up window opens allowing the instructor to select the course-sections that are ready to post.



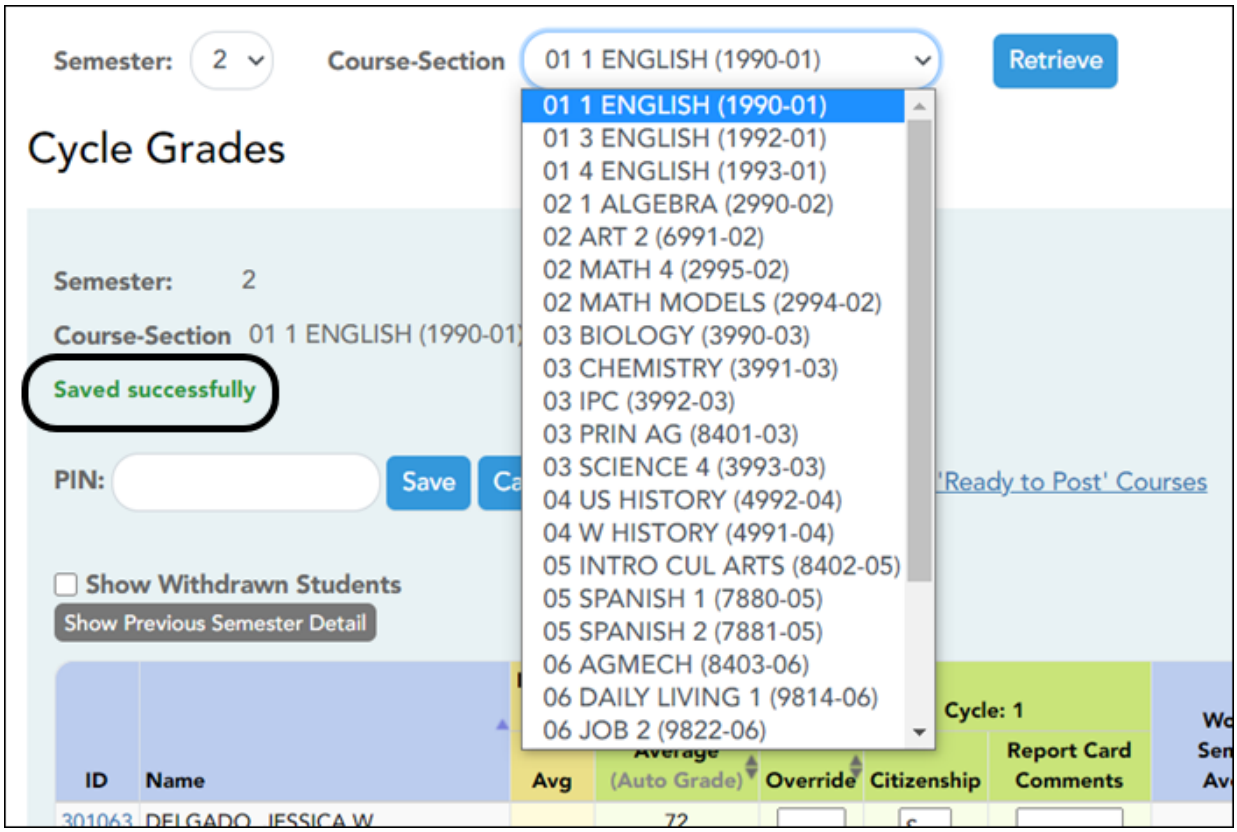
All eligible courses are listed. Select the course(s), and then click **Select**.

The window closes, and the selected course(s) are listed below the **PIN** field.



❑ Type the four-digit personal identification number (PIN) in the right-most **PIN** field and click **Continue**.

The page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message “[Ready]” is displayed in the **Course Section** drop-down list next to the course.



NOTE: Instructors can submit grades more than one time if they make a change shortly after marking the grades as ready to post; however, once the data is posted on Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal, the teacher can't change data and mark ready to post again.

Monitor teacher posting status.

Monitor teacher posting status.

Grade Reporting > Maintenance > Teacher Posting Status

This page produces a report of classes by cycle that indicates if the teacher's cycle grade posting status is Posted, Ready to Post, or Not Ready to Post.

❑ Run all three reports.

Status	Select the posting status for the report: ***Not Ready to Post*** - View course-sections where the teacher has not indicated via TeacherPortal that the cycle grades, comments, or citizenship are 'Ready to Post.' • If the teacher has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in TeacherPortal, the course-section is included. • Non-graded course-sections are not included unless the teacher has entered comments or citizenship in TeacherPortal. ***Posted*** - View course-sections where cycle grades, comments, or citizenship have been posted (Grade Posting From ASCENDER TeacherPortal utility). • If the teacher has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in TeacherPortal, and the course-section is marked **Posted**, the course-section is included. • For a non-graded course, if the campus uses auto citizenship and the course-section has been posted, it is included. • If a teacher on the Posted list needs to change grades, that teacher must be re-set and will need to mark grades as 'Ready to Post' again. ***Ready to Post*** - View course-sections where the instructor has indicated via TeacherPortal that the cycle grades, comments, or citizenship are marked as 'Ready to Post.' These grades will be post in Grade Reporting the next time the Grade Posting From ASCENDER TeacherPortal utility is run. • Teachers on this list may still change grades, save the changes, and mark grades as 'Ready to Post' again. • If the teacher has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in TeacherPortal and the course-section is marked as 'Ready to Post,' the course-section is included. • For a non-graded, if the campus uses auto citizenship and the course-section is marked as 'Ready to Post,' it is included. **NOTES:** A teacher may be listed on more than one list. For non-graded courses, citizenship and report card comments from TeacherPortal are included even if the cycle grade is blank, including auto-posting citizenship for non-graded courses.

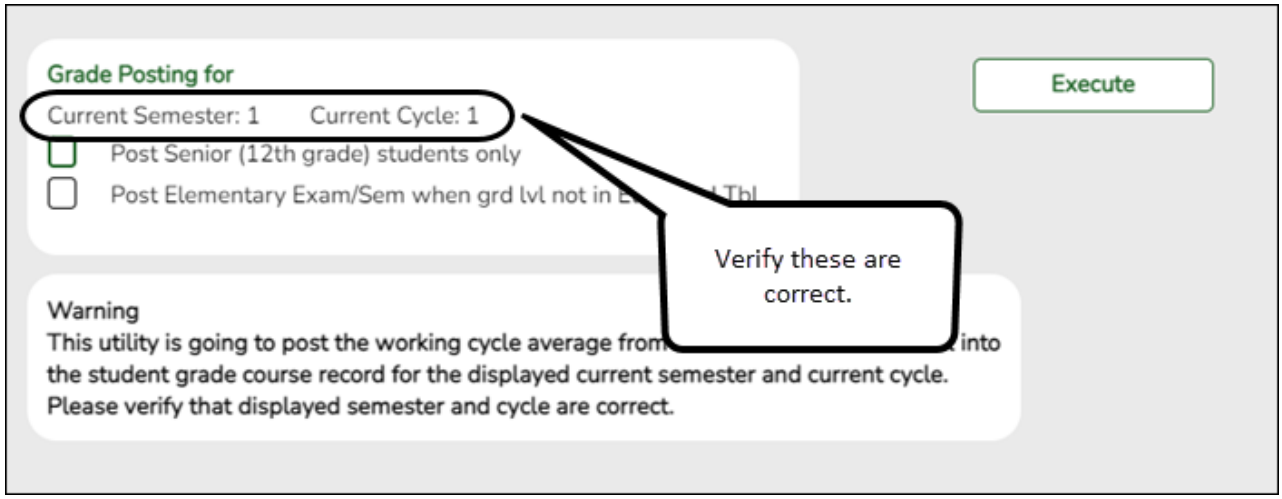
IV. Post grades, compute attendance, and assign credit

Post grades from TeacherPortal to ASCENDER Grade Reporting.

Post grades from TeacherPortal to ASCENDER Grade Reporting.

Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal

This utility posts the working cycle average, citizenship grade, and report card comments from TeacherPortal, as well as the exam and semester grades when applicable, to the student grade-course record in ASCENDER. Students who were not enrolled in the course or campus on the grade reporting cycle end date are excluded.



Processes performed by the utility

- Any numeric cycle and exam grades that are higher than the highest grade allowed are converted to the highest grade allowed.
- Any numeric cycle and exam grades that are lower than the lowest grade allowed are converted to the lowest grade allowed. Blank grades are bypassed (i.e., not converted nor posted).

NOTE: Numeric semester grades are not converted based on the highest or lowest grade allowed.

- If an exam grade is X, and the campus does not allow exempt exam grades, the

exam grade and the semester average are not posted.

- If the campus allows exempt exams, and if an auto-graded course has a semester grade posted and a blank exam grade, an X (exempt) is posted for exam grades if an exam grade is required.
- Grades from TeacherPortal are converted according to the **Rpt Card Grd Typ** field in the campus master schedule.
- The exam, semester, and cycle grades are posted if the cycle selected is the highest cycle offered for the semester (e.g., cycle 2 for a two-semester nine-week campus), and the exam-semester pattern indicates an exam-semester grade is given this semester.
- If the cycle grade is blank, the utility only posts the exam grade (if applicable) and the semester grade if an override semester grade exists.

For secondary courses (i.e., credit level is not E):

- Grades are converted according to the campus options.
- The utility does not convert a P or F if posted for a course with a numeric report card grade type. A warning message is displayed on the error report.
- If the exam grade is blank from TeacherPortal, the exam grade and semester average are not posted if either **Include Exam in Semester Average** or **Expect Exam Grade** is selected on the Maintenance > Tables > Campus Control Options tabs.
- The semester average is posted if **How will Avg be Computed** is set to *Computer* on Maintenance > Tables > Campus Control Options> Computation.
- If **Allow Semester Override** is selected on Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options, and the override semester grade is not blank, the override semester grade is used.

For elementary courses:

- Grades are converted according to the core course code and the elementary conversion tables.
- The exam grade and semester average are posted if **Incl Exam** and **Comp Sem Avg** are selected on Maintenance > Tables > Elementary > Elem Grade. If **Incl Exam** is not selected, an exam grade is not posted.
- If **Comp Sem Avg** is not selected, the semester average is not posted.

- The override semester grade is only posted if it has a value and if **Allow Semester Override** is selected on on Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options.
- If the exam grade is blank for an auto-graded course that require an exam grade, the semester grade is posted.
- If a citizenship grade is blank for a course-cycle posted from TeacherPortal, and **Auto Citizenship** is selected on Maintenance > Tables > Campus Control Options > Posting, the citizenship grade is posted according to the campus options.
- If the cycle grade is blank for a course-cycle posted from TeacherPortal, the grade from the **Auto Grd** field in the district master schedule is posted.

NOTE:

- Semester grades are never posted with an auto grade.
- Even if all students will receive the auto grade, the course must still be marked as “Ready to Post” in TeacherPortal.

- If the working semester average or override semester average is an I (incomplete) and the campus expects an exam grade, the correct semester average is posted if the campus allows semester grades, even if the exam grade is blank.
- The citizenship from TeacherPortal is not posted if citizenship grade already exists in ASCENDER for the cycle being posted.

NOTE: This utility can be run more than once; however, only grades that have not already been posted to ASCENDER Grade Reporting, and are marked as 'Ready to Post' are posted.

Campus	The campus to which you are logged on is displayed.

Grade Posting for	**Current Semester**	Ensure that the semester to which grades should be posted is displayed.
	Current Cycle	Ensure that the cycle to which grades should be posted is displayed.
	Post Senior (12th grade) students only	Select if you want to run the utility for seniors only. If you select to post for Senior (12th grade) students only, the utility will look through all course-sections marked *Ready to Post* in TeacherPortal and will only process students in grade level 12. The utility will then reset the *Ready to Post* flag. This resets an instructor's course-section so that the instructor can mark grades as *Ready to Post* again, AFTER the course-section grades have been posted for grade level 12 students.
	Post Elementary Exam/Sem when grd lvl not in Elem Grd Tbl	Select to post the elementary exam and semester average for a grade level that is not in the elementary grade table. If the course credit level is E, the program determines if the student's grade level is in the elementary grade table. If the grade level is in the elementary grade table, the data will post as elementary and use the **Comp Sem Avg** and **Incl Exam** fields on Maintenance > Tables > Elementary > Elem Grade to determine if the elementary exam and semester should be posted. If the grade level is not in the elementary grade table, the program will post as secondary, which means it will use the **Allow Semester Grade** and **Expect Exam Grade** fields on Maintenance > Tables > Campus Control Options > Posting to determine if the elementary exam and semester should be posted.

❑ Click **Execute**.

- A message is displayed indicating that the posting is successfully completed.
- Grades are posted to the student grade-course record.
- The **Grade Ready** column is reset from “Ready to Post” to “Posted.”

View Error List	Click to view the error list if errors are encountered. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
View Fail List	Click to view the list of students with blank, failing, or incomplete grades, if applicable. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

❑ Print both reports before exiting the page.

The Error Report will reflect only errors generated for a particular grade posting, as well as the details of any Override cycle grades entered by the instructor.

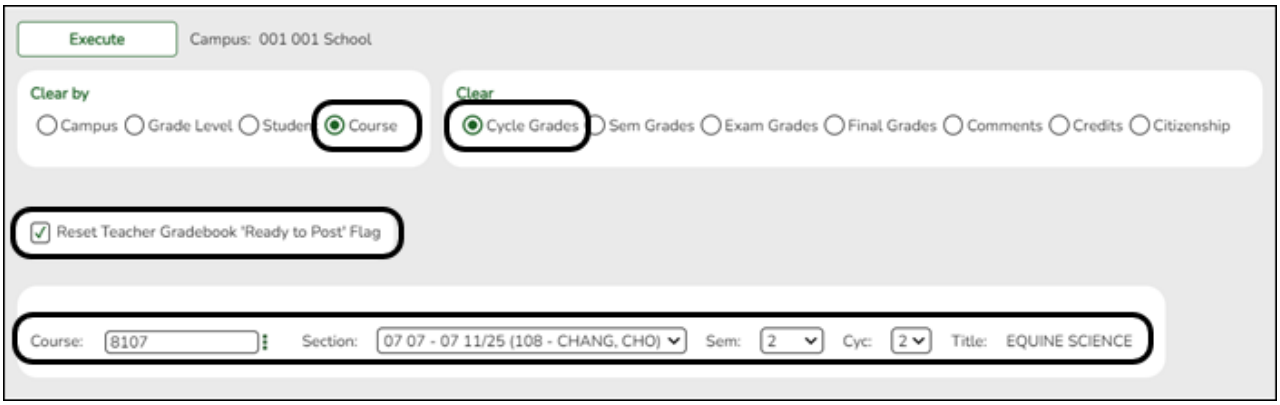
(If needed) Reset a teacher's posting status.

(If needed) Reset a teacher's posting status.

Grade Reporting > Utilities > Clear Grades, Comments, Credits, or Citizenship

This utility allows you to reset an instructor's course-section so that instructor can mark grades as 'Ready to Post' again, AFTER the course-section grades have been posted. **Rarely will you reset the entire campus.**

CAUTION: Use this utility carefully. If in doubt, contact your regional service center for assistance.



❑ Select to **Clear by Course**.

❑ Select to **Clear Cycle Grades**.

Remember to clear all fields that need to be re-posted from TeacherPortal. You can only clear one field at a time. For example, if you need to clear both cycle grades and comments, you must run the utility twice.

❑ Select **Reset Teacher Gradebook 'Ready to Post' Flag**.

❑ Specify the **Course**, **Section**, **Sem**, and **Cyc**.

❑ Click **Execute**.

Compute attendance.

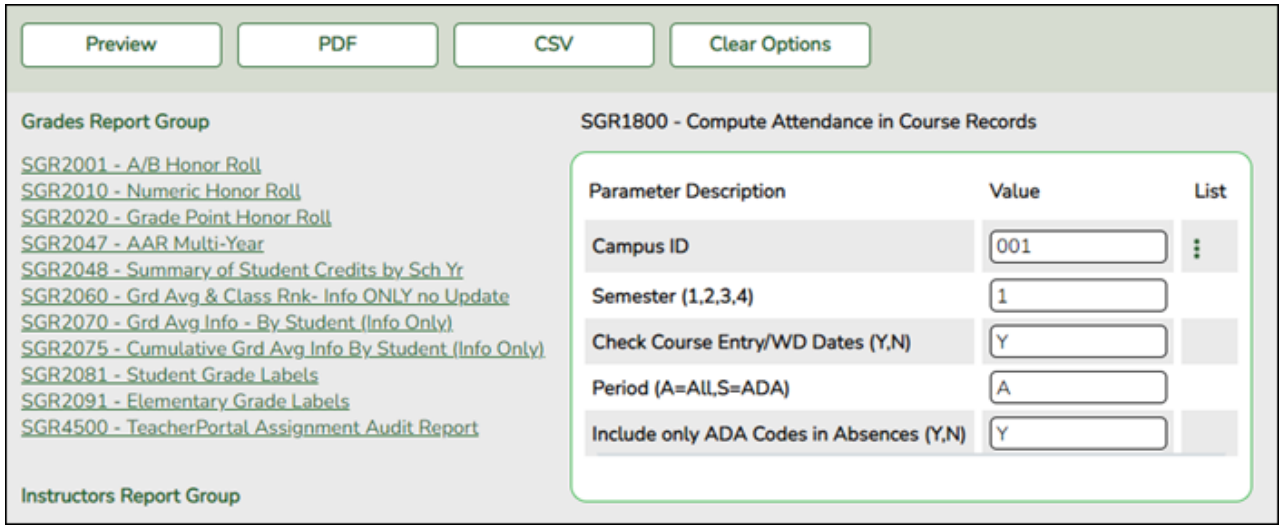
Compute attendance.

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1800 - Compute Attendance in Course Records

For attendance to print on teacher class rolls, report cards, and IPRs, you must run the SGR1800, which computes attendance from the attendance application for the student grade-course records. The report should be run before printing report cards, IPRs, and SGR1000 - Blank, Failing and Incomplete Grades.

The following absence types are posted to the absence categories on the Grade Reporting reports.

- Excused: S, R, M, A, D, C, V, G, L
- Unexcused: U
- School-related: F, E
- Tardies: T



Assign No Credit due to absences if needed.

Assign No Credit due to absences if needed.

Before running the Grade Computation and Credit Assignment utility which assigns credit to courses, you must update the credit field for any students who should not receive credit for a **high school credit level course** due to excessive absences.

When the Grade Computation and Credit Assignment utility is run, any student with **Crdt/Credit** set to NC will not receive credit for the course.

If the student makes up the absences at a later date, you can then remove the NC from the **Crdt** field and update that field with the credit earned.

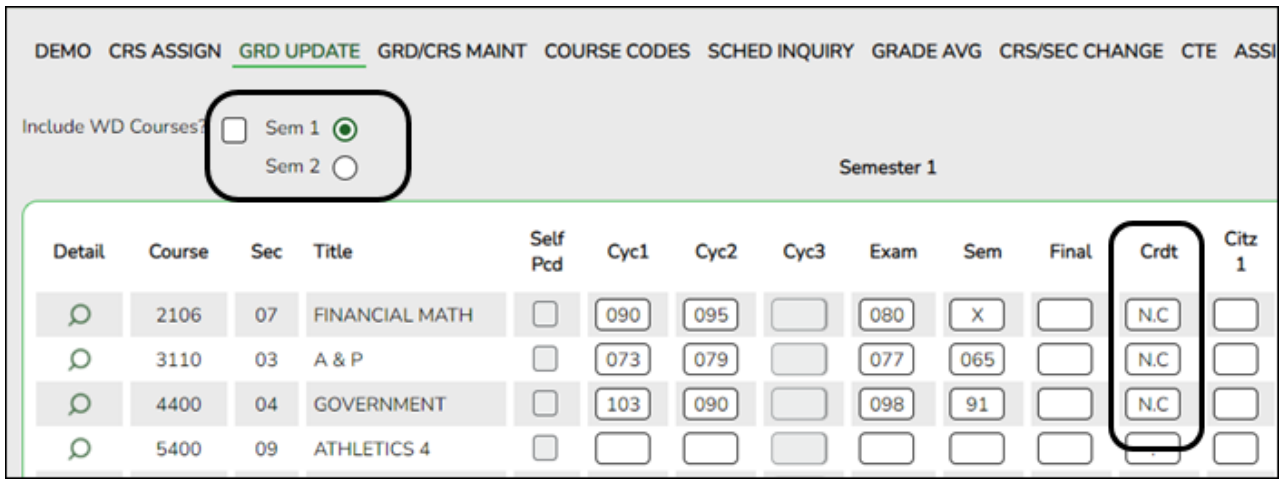
There are two options for assigning NC (No Credit) to a course:

- Option 1: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update

- Option 2: Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint

Option 1:

Grade Reporting > Maintenance > Student > Individual Maint > Grd Update



❑ Retrieve the student.

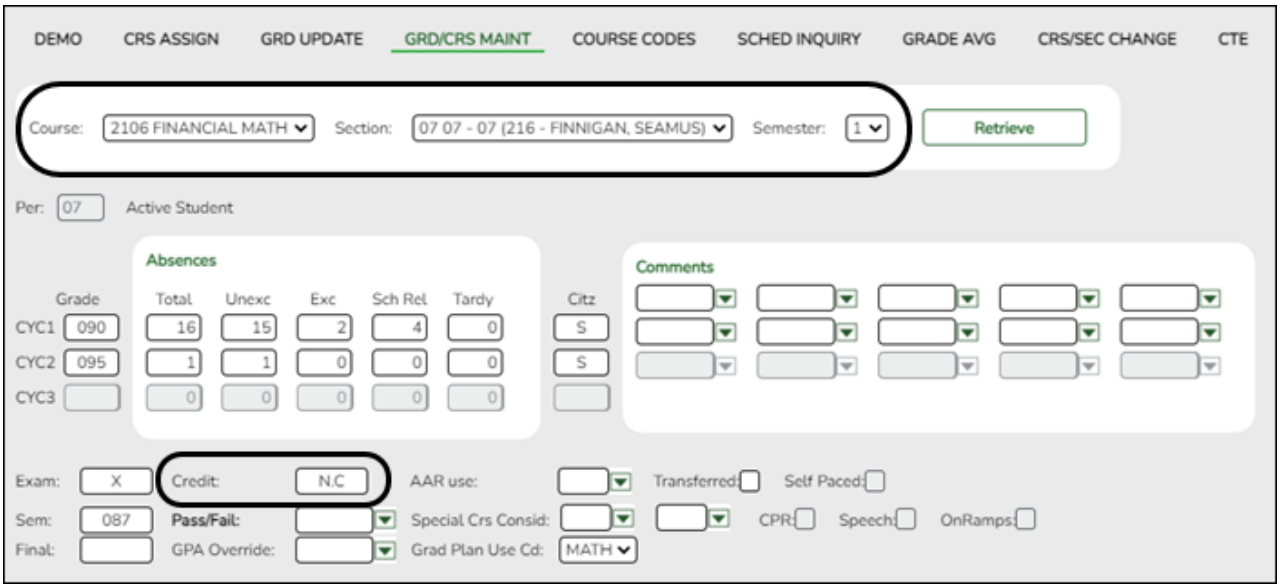
❑ Select **Sem 1**.

❑ In the **Crdt** (Credit) field for all applicable courses, type NC.

The period is automatically inserted between the two characters.

Option 2:

Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint



❑ Retrieve the student.

❑ Select the **Course**, **Section**, and **Semester**.

❑ In the **Credit** field type NC.

The period is automatically inserted between the two characters.

NOTE:

TREx uses the Pass/Fail indicator to show credit removal. If a student has been denied credit due to excessive absences, when that student's transcript is sent through TREx, it does not pick up the asterisk from the transcript which indicates that credit was denied due to excessive absences.

Any students who lose credit due to excessive absences should have their Pass/Fail indicator updated manually at the time NC is entered.

Assign auto grades.

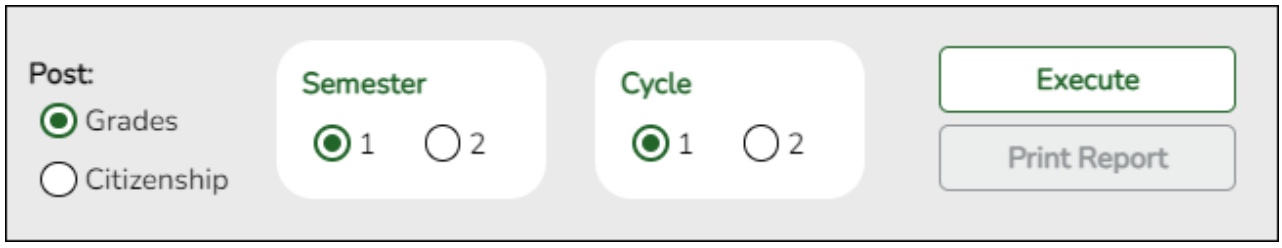
Assign auto grades.

Grade Reporting > Utilities > Auto Assign Grades and Citizenship

Only districts with courses that have an **Auto Grd** set in the district master schedule or **Auto Citizenship** grade set on the Posting tab should run this utility.

The utility assigns course or citizenship grades for all active students enrolled in courses with no withdrawal date. The same grade is assigned to every student taking the course.

NOTE: In TeacherPortal, auto grades are automatically displayed on the ***Grades > Cycle Grades*** page, even if the utility is not run. If the instructor marks grades as 'Ready to Post for a course-section, the auto grade will be imported when the Grade Posting from ASCENDER Gradebook utility is run. If these grades are not imported from the ASCENDER Gradebook utility because the instructor does not mark grades as 'Ready to Post', you must run the Auto Assign Grades and Citizenship utility to assign auto grades and/or auto citizenship for the course-section.



❑ Select to post **Grades** or **Citizenship**.

• If you select to post **Grades**, the **Auto Grd** field in the district master schedule is automatically used. The grade-course record for students enrolled in courses with an auto grade are updated, if the grade field is blank for the specified semester-cycle.

• If you select to post **Citizenship**, the **Auto Citizenship** and **Citizenship Grade** on Grade Reporting > Maintenance > Tables > Campus Control Options > Posting are used. If **Auto Citizenship** is selected and a valid **Citizenship Grade** exists, all blank citizenship grades for the selected semester-cycle are updated for all students.

❑ Select the **Semester** to be updated. The **Cycle** fields appear.

❑ Select the **Cycle** to be updated. The **Execute** button is enabled.

❑ Click **Execute**. The **Print Report** button is enabled once the utility is executed.

Compute grades and assign credit.

Compute grades and assign credit.

Different utilities are for secondary and elementary campuses.

- Secondary campuses: Grade Reporting > Utilities > Grade Computation and Credit Assignment
- Elementary campuses: Grade Reporting > Utilities > Grade Computation Elementary

Secondary campuses:

Grade Reporting > Utilities > Grade Computation and Credit Assignment

This utility calculates and assigns semester grades, final grades, and course credits for secondary grade levels.

- Numeric grades and pass/fail grades (i.e., report card grade type P) are calculated.
- Students in elementary grade levels are excluded.
- Semester Average and Final Grades for Self-paced courses are excluded.

❑ Under **Options**:

Include Withdrawn Students	Select to include withdrawn students in the process. The utility does not consider the withdrawal date, only if the student is withdrawn. If selected, and if **Include Withdrawn Courses** is not selected, withdrawn courses are computed only if they match the withdrawn student's withdrawal date.
Include Withdrawn Courses	Select to include withdrawn courses in the process.

❑ Select the process(es) to be performed:

Compute Semester Average	Select if you are not using TeacherPortal, or if you are calculating blank semester grades when **Allow Recomputation** is not selected on Maintenance > Tables > Campus Control Options > Computation. If selected and if the campus does not use TeacherPortal, you will be prompted to confirm that you want to continue when you execute the utility.

Compute Final Grades	Select to calculate final grades. If selected, the fields under **Exclude Final Grade Computations** are enabled.
Award Credits	Select to award credits.
Award Credits Self Paced	Select to award credits to self-paced courses. If selected, credits are assigned if the course has a semester grade.
Track	(Required) Select a track number, or select A to calculate grades and assign credits for all tracks.
Reset Non-Graded Courses	Select to clear any grades that have been entered or posted for a student in a non-graded course, or if a graded course is changed to a non-graded course and at least one grade exists for this course. If selected, and a course with grades assigned is changed to a non-graded course, the grades are deleted in ASCENDER only, not in TeacherPortal.
Semesters	Select the semesters to be updated. You must select at least one semester. **IMPORTANT!** Select all semesters that should be updated; semesters are considered when awarding grades or credits.
Grade Levels	Select one or more specific grade levels to be updated (e.g., 12th grade only). Or, click **All Grade Levels** to update all grade levels. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.

Campus Control Information	Settings from several Maintenance > Tables > Campus Control Options tabs are used when the utility is run. The settings are displayed for your reference. The **Allow Partial Credit** and **Credit Sequence** fields in the district master schedule are also considered in processing.
Exclude Final Grade Computations	The section is enabled only if **Compute Final Grades** is selected. Select any options to be excluded from final grade computation. The options only apply to courses that were not taken for all semesters of the course. If you select to exclude one or more, a list of the students and courses excluded from final grade computation is produced. If applicable, a message is displayed indicating that no courses qualify for exclusion.

❑ Click **Execute**.

A progress bar displays the progress of the student IDs being processed.

If the following conditions exist, the process is stopped, and a message is displayed:

- **Compute Semester Average** is selected.
- **Allow Recomputation** is selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (recalculate all grades).
- The campus is using TeacherPortal.

You must clear either **Compute Semester Average** or **Allow Recomputation**.

If the following conditions exist, the process is interrupted, and a message is displayed:

- **Compute Semester Average** is selected.
- **Allow Recomputation** is selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (recalculate all grades).
- The campus is not using TeacherPortal.

You are prompted to continue the process. Click **Yes** to recalculate all grades, or click **No** to stop the process.

- If errors are encountered, an error report is generated at the bottom of the page.

  Review, save, and/or print the report.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  The report can be viewed and saved in various file formats.

  Click to save and print the report in PDF format.
  Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

  NOTE: Warnings may indicate that semester records were bypassed for students who retook failed courses.

Print Excl List	If students and courses were excluded from final grade computation, click to print the Exclusion list.Review, save, and/or print the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Print Partial	If any course was not taken for all semesters of the course, but was included in final grade computation, print a list of students who only took part of the course. Review, save, and/or print the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

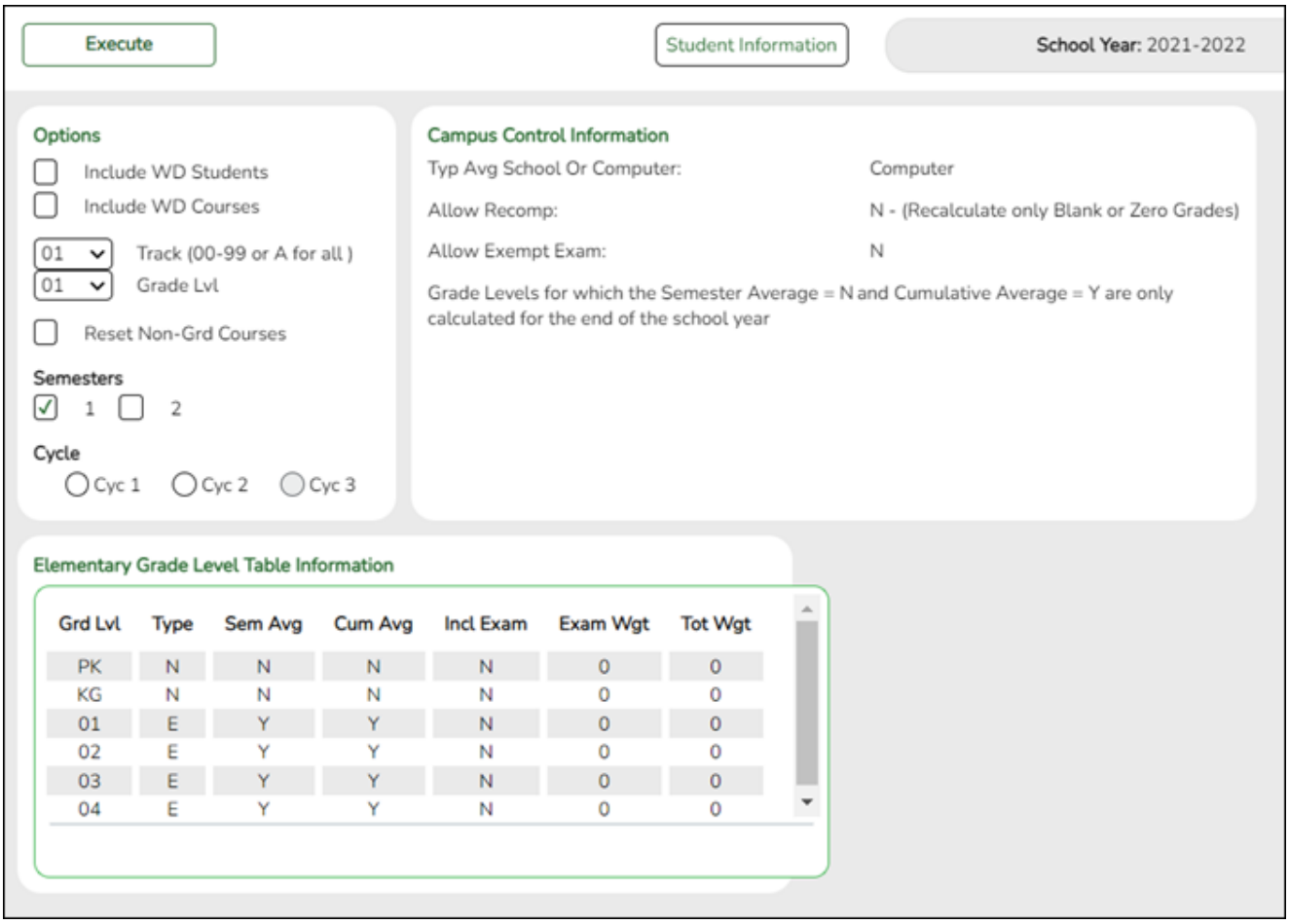
Elementary campuses:

Grade Reporting > Utilities > Grade Computation Elementary

This utility calculates and assigns semester grades and final (year-to-date cumulative) grades

for all elementary grade levels set up on the Grade Reporting > Maintenance > Tables > Elementary > Elem Grade. The process calculates alphabetic and numeric grades.

If there are blank semester grades or if a cumulative average must be calculated, run this utility.



Campus Control Information	Settings from the Maintenance > Tables > Campus Control Options tabs are used when the utilities (secondary and elementary) are run. The settings are displayed for your reference. • If the campus uses TeacherPortal, **Allow Recomputation** cannot be selected on Maintenance > Tables > Campus Control Options > Computation. • If the campus does not use TeacherPortal, and **Allow Recomputation** is selected, you will be prompted to confirm that you want to continue when you execute the utility.
Elementary Grade Level Table Information	Settings from the Grade Reporting > Maintenance > Tables > Elementary > Elem Grade tab are used when the elementary utility is run. The settings are displayed for your reference.

Include WD Students	Select to include withdrawn students in the process.

Include WD Courses	Select to include withdrawn courses in the process.
Track	(Required) Select a track number, or select A to calculate grades for all tracks.
Grade Lvl	Select the grade level, or select AL to computer grades for all grade levels.
Reset Non-Grd Courses	Select to clear any grades that have been entered or posted for a student in a non-graded course, or if a graded course is changed to a non-graded course and at least one grade exists for this course.
Semesters	Select the semesters to be computed. If you select 2, both semesters 1 and 2 are computed.
Cycle	Select the cycle to be updated. If you select cycle 3, semester grades are automatically calculated only if the **Comp Sem Avg** box is checked for the grade level on *Grade Reporting > Maintenance > Tables > Elementary*. The cycle 3 option is disabled for two-semester-nine-week campuses. If you select cycle 2, semester grades are automatically calculated for all grade levels. If semester 2 and cycle 3 are selected: • If a grade level is set to compute cumulative averages (i.e., **Comp Cum Avg** is selected for the grade level on Maintenance > Tables > Elementary > Elem Grade), the final grade is calculated as the average of the two semester grades. If a grade level is set to compute both semester average and cumulative average the final grade is calculated as the average of the two semester grades. • **Comp Cum Avg** has to be *checked* and the **Semester Average** has to be *unchecked* for the utility to average the six cycle grades.

❑ Click **Execute**.

A progress bar displays the progress of the student IDs being processed.

If the following conditions exist, the process is stopped, and a message is displayed:

- **Comp Sem Avg** is selected on Grade Reporting > Maintenance > Tables > Elementary > Elem Grade.
- **Allow Recomputation** is selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (recalculate all grades).
- The campus is using TeacherPortal.

You must clear either **Compute Sem Avg** or **Allow Recomputation**.

If the following conditions exist, the process is interrupted, and a message is displayed:

- **Comp Sem Avg** is selected on Grade Reporting > Maintenance > Tables >

Elementary > Elem Grade.

- **Allow Recomputation** is selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (recalculate all grades).
- The campus is not using TeacherPortal.

You are prompted to continue the process. Click **Yes** to recalculate all grades, or click **No** to stop the process.

Preview Errors	Click to view the error list if errors are encountered. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

V. Verify grades

Print class rolls and get signed by teachers.

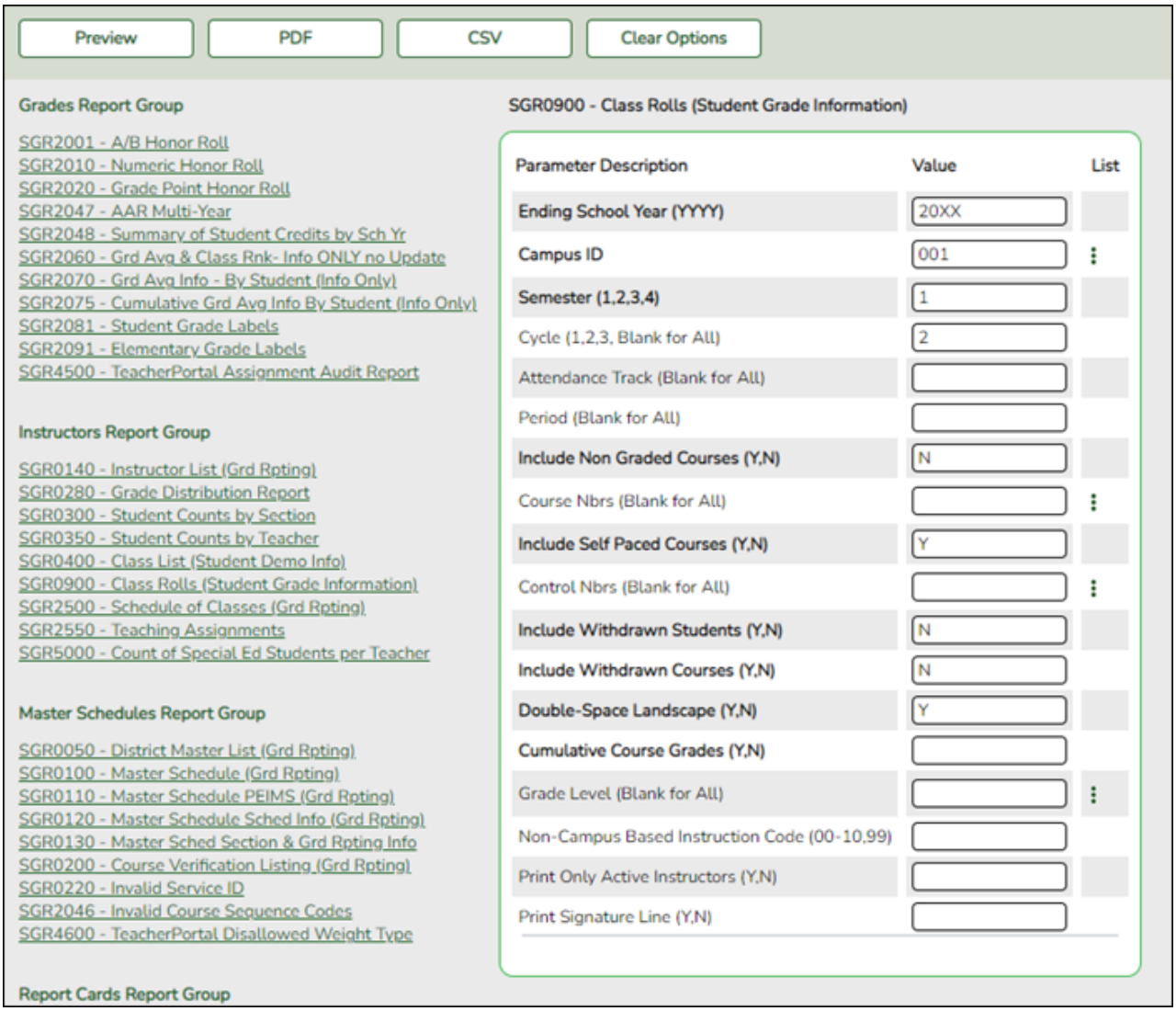
Print class rolls and get signed by teachers.

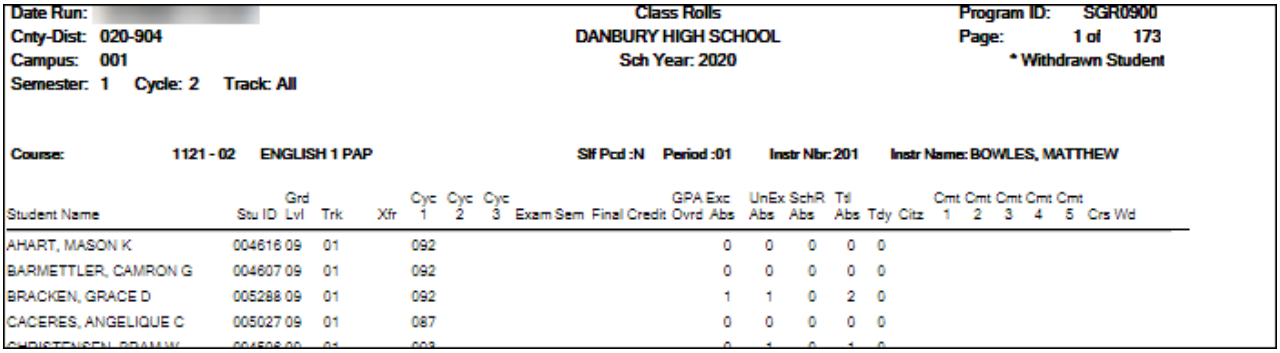
Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)

It is recommended that you distribute the class rolls to instructors as proof sheets for grade verification. If an instructor makes any changes, the instructor should initial or sign next to the grade change. All instructors should sign and date these forms, and the forms can be

filed as the official grade sheets for the reporting period.

REMINDER: If an instructor updates an incomplete grade or changes a cycle grade for a student, the instructor should also provide a semester average if possible; otherwise, semester/final averages will need to be computed again.




Date Run:
Cnty-Dist: 020-904
Campus: 001
Semester: 1 Cycle: 2 Track: All

Class Rolls
DANBURY HIGH SCHOOL
Sch Year: 2020

Program ID: SGR0900
Page: 1 of 173
* Withdrawn Student

Course: 1121 - 02 ENGLISH 1 PAP Slf Pcd :N Period :01 Instr Nbr: 201 Instr Name: BOWLES, MATTHEW

Student Name	Stu ID	Grd Lvl	Trk	Xfr	Cyc 1	Cyc 2	Cyc 3	Exam	Sem	Final	Credit	GPA Ovrd	Exc Abs	UnEx Abs	SchR Abs	Tdy	Tdy Citz	Cmt 1	Cmt 2	Cmt 3	Cmt 4	Cmt 5	Crs Wd
AHART, MASON K	004616	09	01		092								0	0	0	0	0						
BARMETTLER, CAMRON G	004607	09	01		092								0	0	0	0	0						
BRACKEN, GRACE D	005288	09	01		092								1	1	0	2	0						
CACERES, ANGELIQUE C	005027	09	01		087								0	0	0	0	0						

The following reports can be used as a check-off list for instructors:

- Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 -

Instructor List (Grd Rpting)
- Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0350 - Student Counts by Teacher

This report provides more details.

(If needed) Change verified grades.

(If needed) Change verified grades.

Grades can be updated for students individually or as a group (same instructor-course) using information from the instructor's class rolls.

- Individually: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update
- Group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades

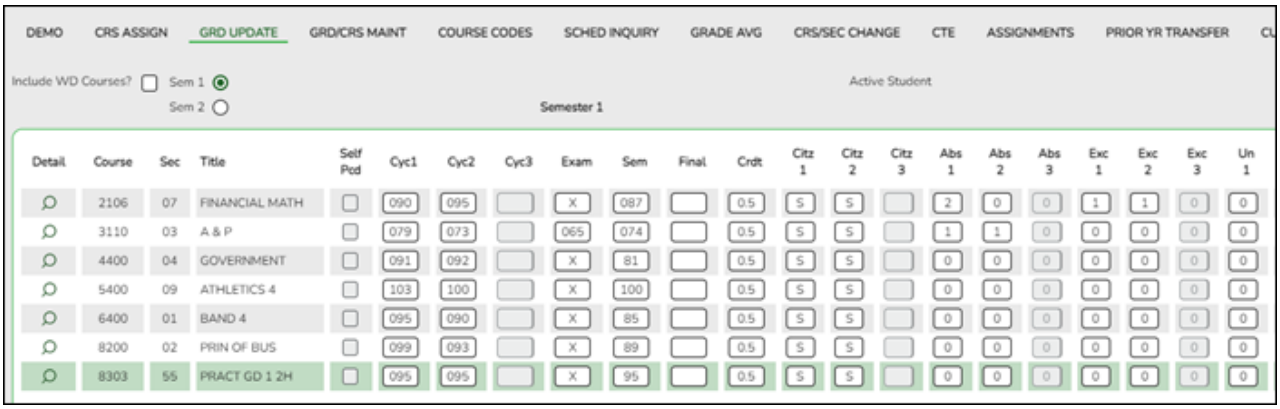
NOTE: If any grades are changed, the **Sem** and/or **Final** and **Credit** field must also be updated; otherwise, you will need to re-run the grade computation utilities (secondary or elementary).

REMINDER: When you update grades in ASCENDER Grade Reporting, the corrected grades will appear in the instructor’s TeacherPortal as an **Override** grade for that cycle.

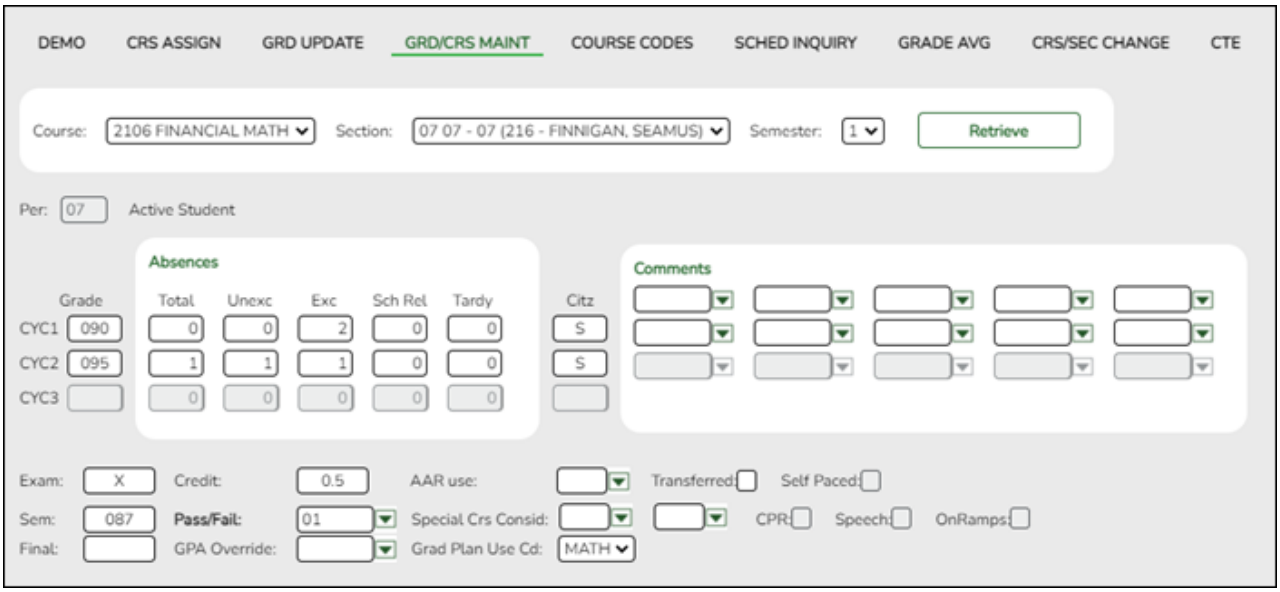
Individual Students:

You can make grade corrections for an individual student on either of the following tabs.

Grade Reporting > Maintenance > Student > Individual Maint > Grd Update



Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint



Group of Students:

Grade Reporting > Maintenance > Student > Group Maint > Post Grades



Print/save final verification for teacher to approve (if grades were changed).

Print/save final verification for teacher to approve (if grades were changed).

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)

❑ If any grades were changed, it is recommended that you print/save the final version. Some districts may choose to print the final version and have it signed by the instructor.

VI. Print report cards

Do a final review of grades before printing.

Do a final review of grades before printing

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades

❑ Before printing report cards, re-run SGR1000 and check for blank, failing, and incomplete grades.

Update report card messages.

Update report card messages.

There are different tabs for secondary and elementary report card messages.

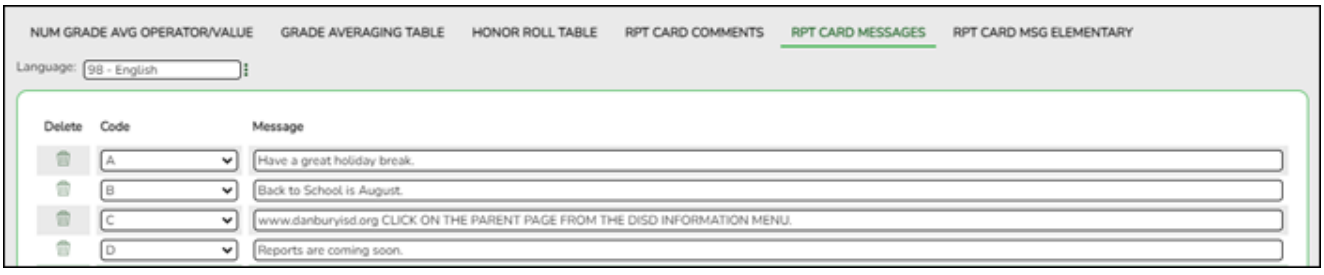
- Secondary: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages
- Elementary: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary

Secondary:

Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages

This tab allows you to set up campus-level messages for secondary report cards (SGR1300 and SRG1350) and interim progress reports (SGR1160). The messages are printed at the bottom of the report card or IPR.

- For two-semester campuses, 20 message lines and 1 failing message line can be printed on the report card/IPR.
- For four-semester campuses, 18 message lines and 1 failing message line can be printed.



Language	Click ⋮ to select the language in which the messages will be entered.

If messages exist, they are displayed in the selected language.

❑ Click **+Add** to add a message.

A blank row is added to the grid.

Code	Select the code for the message. Codes A-T are for standard messages. To create a failing message, scroll to the bottom of the drop-down list to select *Failing Message*. If the option to print failing message is selected, and a student has a 69 or lower in any of his grades in the cycle specified for the report card/IPR being printed, the failing message prints on the report card/IPR. The failing message only prints for students with a failing grade for the cycle being printed.
Message	Type the message that corresponds to the code, up to 80 characters.

❑ To edit a message, type over the existing data.

❑ Click **Save**.

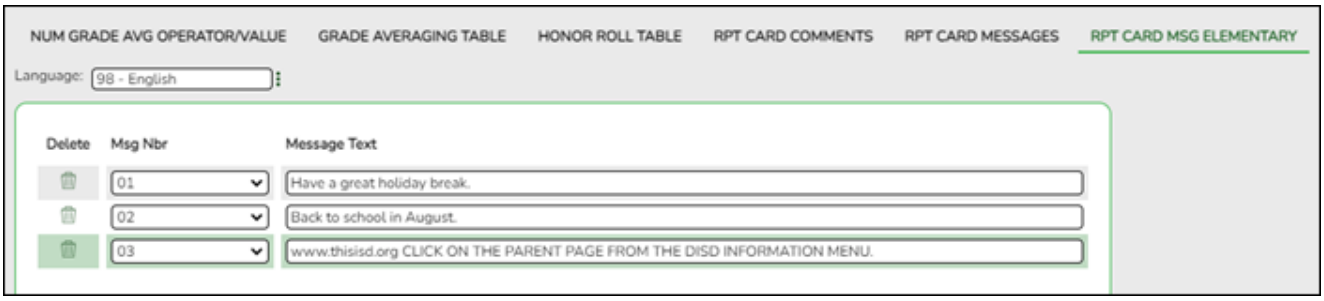
	Delete a row. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Elementary:

Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary

This tab allows you to set up campus-level messages that will print on the Elementary Report Cards (SGR1400) and Interim Progress Report From Grade Book (SGR1160).

- SGR1400 displays up to 17 message lines and 1 failing message line.
- SGR1160 displays up to 14 message lines. The messages are printed at the bottom of the report card or IPR.



Language	Click ⋮ to select the language in which the messages will be entered.

If messages exist, they are displayed in the selected language.

❑ Click **+Add** to add a message.

A blank row is added to the grid.

Msg Nbr	Select the number of the message. This is a sequence number that determines the order in which messages are printed on the report cards/IPRs. To create a failing message, scroll to the bottom of the drop-down list to select *Failing Message*. You can create one failing message. If the option to print failing message is selected, and a student has a 69 or lower in any of his grades in the cycle specified for the report card/IPR being printed, the failing message prints on the report card/IPR. The failing message only prints for students with a failing grade for the cycle being printed.
Message Text	Type the message that corresponds to the number, up to 80 characters.

❑ To edit a message, type over the existing data.

❑ Click **Save**.

Delete a row.

1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

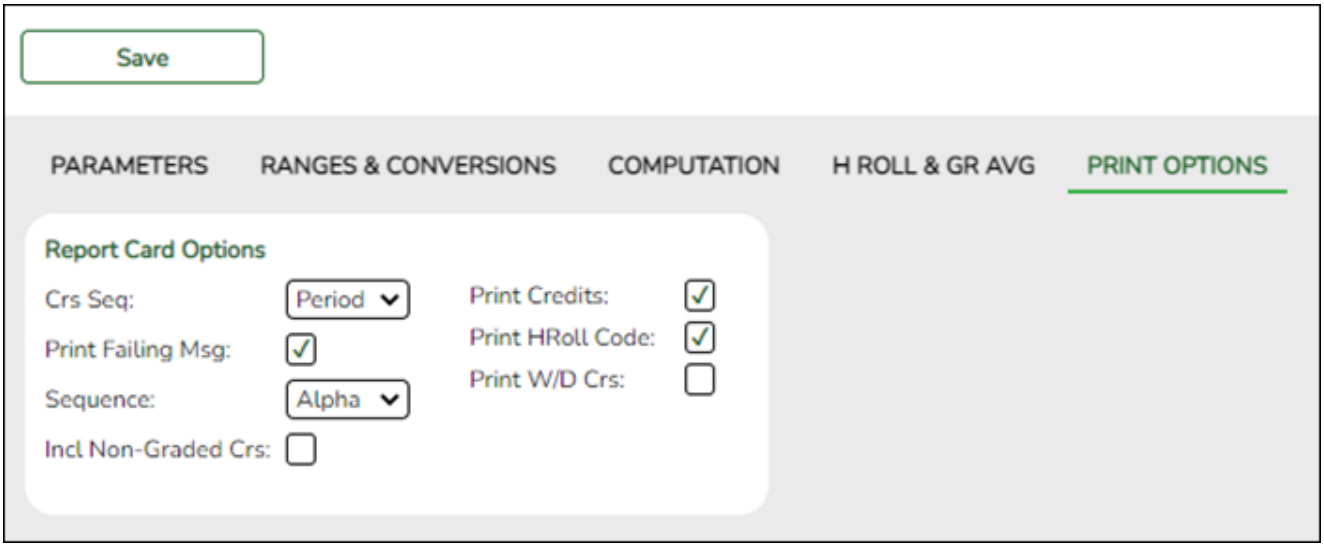
You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Verify campus printing options.

Verify campus printing options.

Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options

This tab allows you to set campus options for printing report cards. These settings also apply when printing Academic Achievement Records (AARs).



❑ Under **Report Card Options**:

Crs Seq	Select the sequence in which courses are printed on report cards - either by course number or by period.
Print Failing Msg	Select if you want to print report card messages for students who are failing one or more courses. This field works with the **Code** field on Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages and the **Msg Nbr** field on Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary. If **Print Failing Msg** is selected, and a student has a grade of 69 or lower in the cycle specified for the report card being printed, the failing message prints on the report card. The failing message only prints for students with a failing grade for the cycle being printed.
Sequence	Select the sequence in which report cards are printed.
Incl Non-Graded Crs	Select to include non-graded courses on report cards.
Print Credits	Select to print academic credits on report cards.
Print HRoll Code	Select to print honor roll codes next to courses on report cards.
Print W/D Crs	Select to print withdrawn courses on report cards or grading labels.

❑ Click **Save**.

Assign control numbers (if printing report cards by control number).

Assign control numbers (if printing report cards by control number).

If printing report cards by control number (i.e., **Sequence** is *Cntrl#* on Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options), you must add or update control numbers for students with blanks or course-section changes. Control numbers can be updated by grade level or period, or for individual students.

Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl

This utility assigns control numbers by grade level.

Student control numbers are stored and can also be maintained on Registration > Maintenance > Student Enrollment > Demo1 in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.

Instr ID	Select the instructor (i.e., control number) that will be assigned to the selected students. Only instructors who have a grade level selected in **Elementary - Grade** on Maintenance > Master Schedule > Campus Schedule > Instructor can be retrieved.
Grd Lvl	The grade level associated with the selected instructor is displayed.

A list of students in the grade level is displayed.

- The **Cntrl #** field displays the student's control number from the prior school year. Newly enrolled students will not have a control number.
- The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- If there are multiple pages, you can page through the list.

❑ Select the students whose control number you want to change:

Update	Select to select a student. Clear to unselect a student. **TIP:** If you need to select or unselect numerous students, you can press TAB to move down the list of check boxes, and use the spacebar to toggle the check box from selected to unselected.

❑ Click **Execute**.

Only the selected students are listed (including students selected on subsequent pages), and the **Cntrl #** field for all selected students now displays the new control number.

Cntrl #	The new control number is displayed for the selected students.

❑ Click **Save**.

Reset	Clear unsaved changes and start over.

Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period

This utility assigns control numbers by period. For the retrieved students, the control number will be updated to the control number for the teacher of record for the course-section.

Student control numbers are stored and can also be maintained on Registration > Maintenance > Student Enrollment > Demo1 in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.

Sem	(Required) Select the semester.
Grd Lvl	Select the student's grade level, or select AL to retrieve students in all grade levels. If blank, students in all grade levels are retrieved.
Period	(Required) Select the period in which the students meet.
Select only Students with Blank Cntrl #s	Select to change only blank control numbers.

❑ Click **Retrieve**.

A list of students who meet the specified criteria is displayed, including the course-section for each semester and period.

- The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- If there are multiple pages, page through the list.

Ctrl #	The student's current control number is displayed.
Instr #	The control number to which the student will be updated is displayed.
	Delete any students from the list whose control number you do *not* want to change.

❑ Click **Execute**.

The control number for all listed students is changed. The **Ctrl #** and **Instr #** fields are now the same.

❑ Click **Save**.

Reset	Clear unsaved changes and start over.

Print secondary report cards.

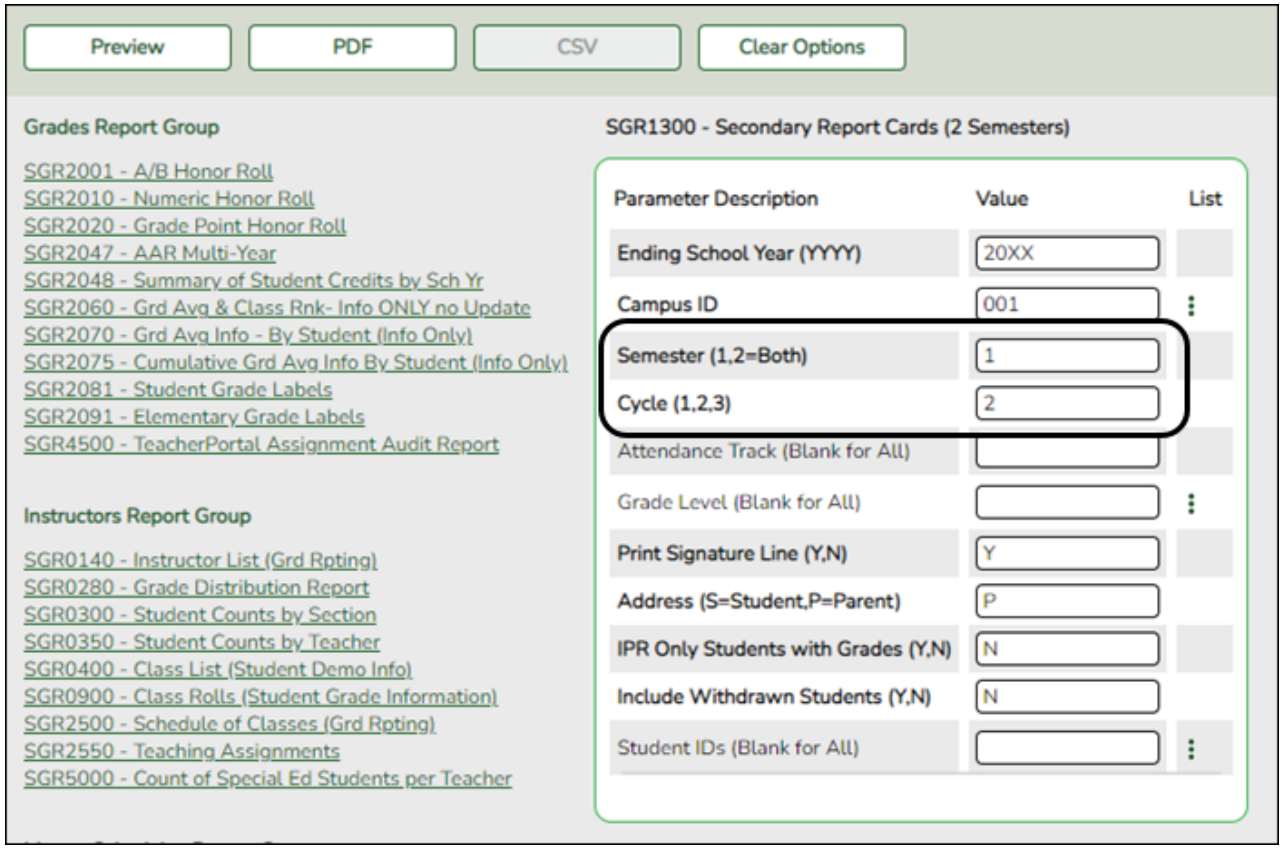
Print secondary report cards.

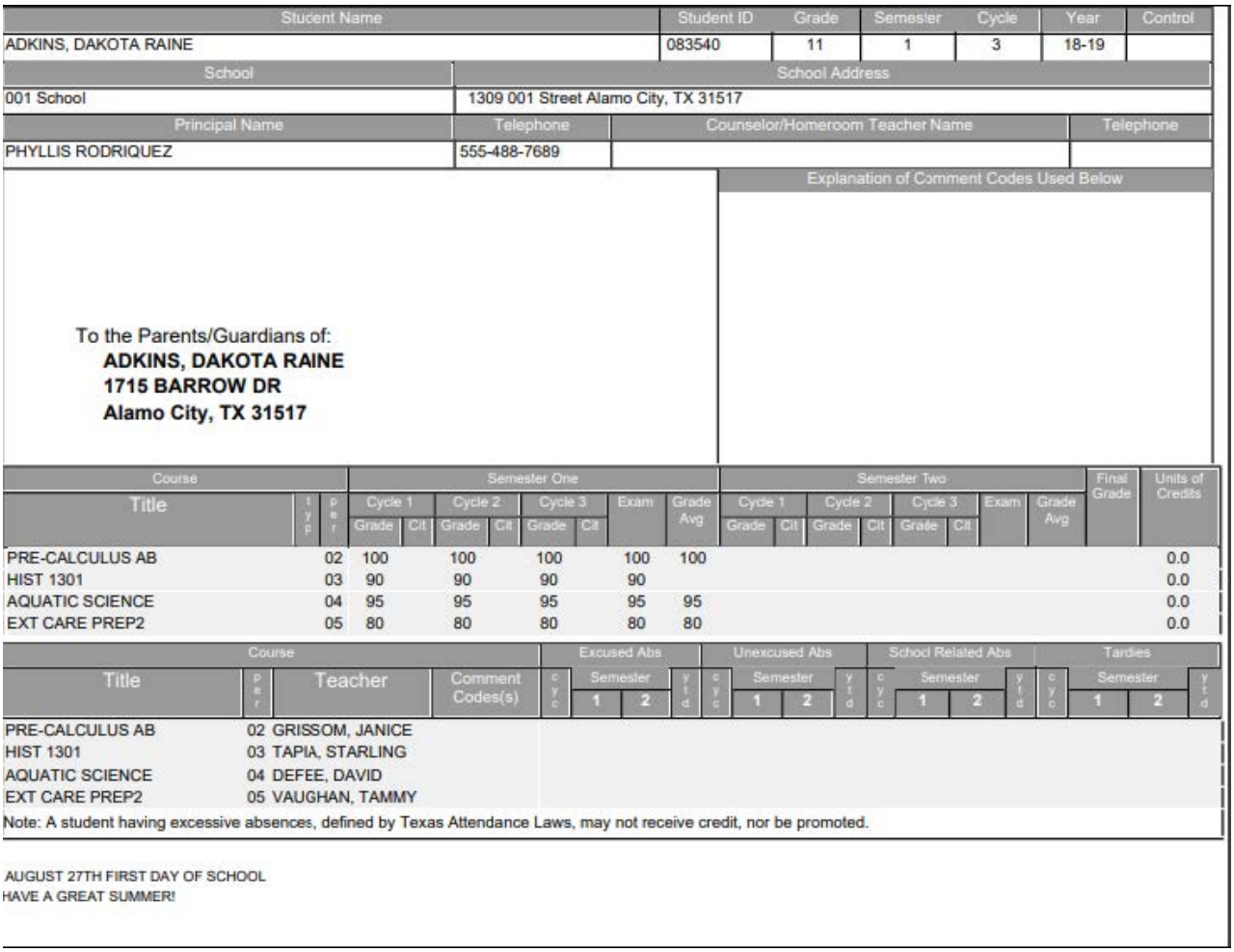
There are two reports for printing secondary report cards:

- Secondary Two-semester Campuses: SGR1300 - Secondary (2 Semesters)
- Secondary Four-semester Campuses: SGR1350 - Secondary (4 Semesters)

Review all parameters carefully, especially Semester and Cycle.

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1300 - Secondary Report Cards (2 Semesters)





Student Name	Student ID	Grade	Semester	Cycle	Year	Control
ADKINS, DAKOTA RAINE	083540	11	1	3	18-19	

School	School Address
001 School	1309 001 Street Alamo City, TX 31517

Principal Name	Telephone	Counselor/Homeroom Teacher Name	Telephone
PHYLLIS RODRIQUEZ	555-488-7689		

Explanation of Comment Codes Used Below

To the Parents/Guardians of:
ADKINS, DAKOTA RAINE
1715 BARROW DR
Alamo City, TX 31517

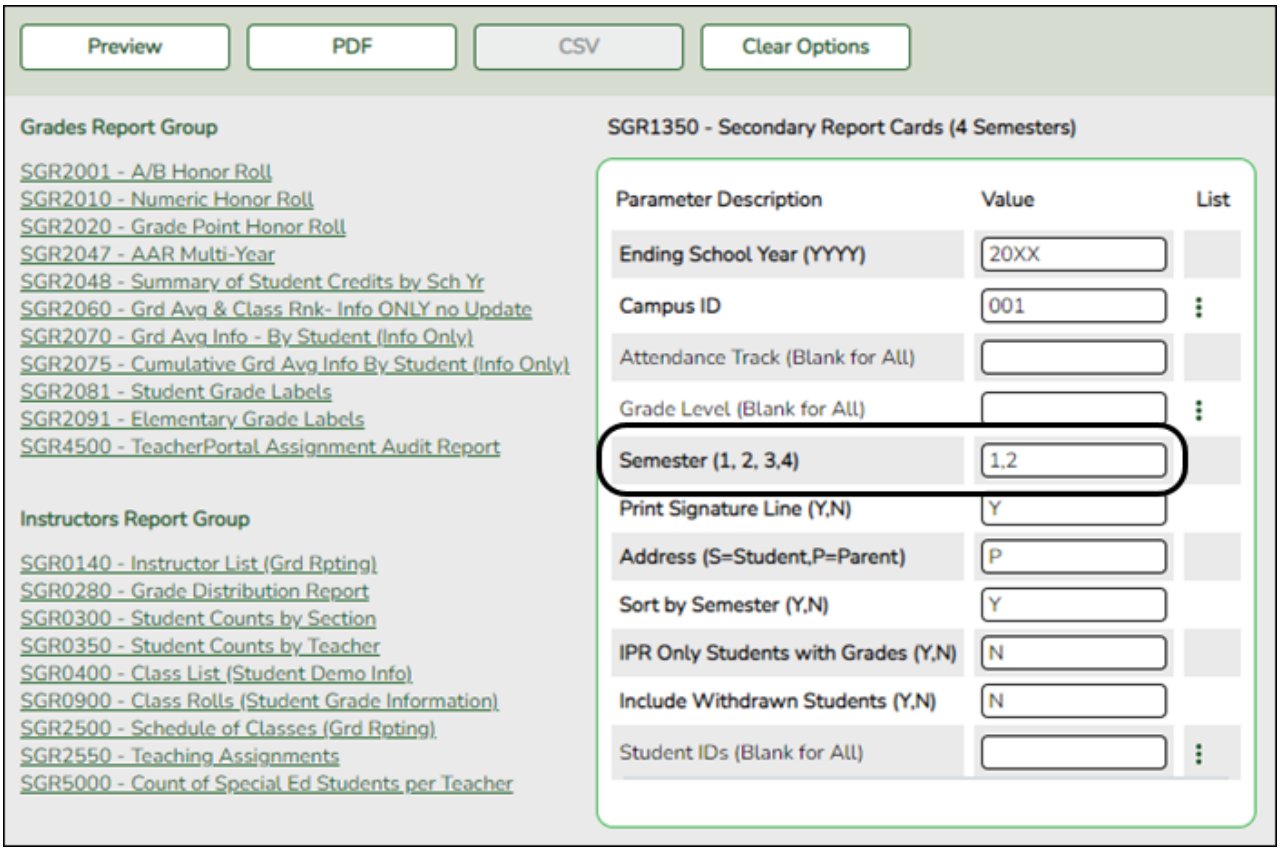
Course			Semester One									Semester Two									Final Grade	Units of Credits
Title	typ	per	Cycle 1 Grade	Cycle 1 Cit	Cycle 2 Grade	Cycle 2 Cit	Cycle 3 Grade	Cycle 3 Cit	Exam	Grade Avg		Cycle 1 Grade	Cycle 1 Cit	Cycle 2 Grade	Cycle 2 Cit	Cycle 3 Grade	Cycle 3 Cit	Exam	Grade Avg			
PRE-CALCULUS AB		02	100		100		100		100	100												0.0
HIST 1301		03	90		90		90		90													0.0
AQUATIC SCIENCE		04	95		95		95		95	95												0.0
EXT CARE PREP2		05	80		80		80		80	80												0.0

Course			Excused Abs				Unexcused Abs				School Related Abs				Tardies			
Title	per	Teacher	Comment Codes(s)	cyc	Semester 1	Semester 2	ytd	cyc	Semester 1	Semester 2	ytd	cyc	Semester 1	Semester 2	ytd	cyc	Semester 1	Semester 2	ytd
PRE-CALCULUS AB	02	GRISSOM, JANICE																	
HIST 1301	03	TAPIA, STARLING																	
AQUATIC SCIENCE	04	DEFEE, DAVID																	
EXT CARE PREP2	05	VAUGHAN, TAMMY																	

Note: A student having excessive absences, defined by Texas Attendance Laws, may not receive credit, nor be promoted.

AUGUST 27TH FIRST DAY OF SCHOOL
HAVE A GREAT SUMMER!

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1350 - Secondary Report Cards (4 Semesters)

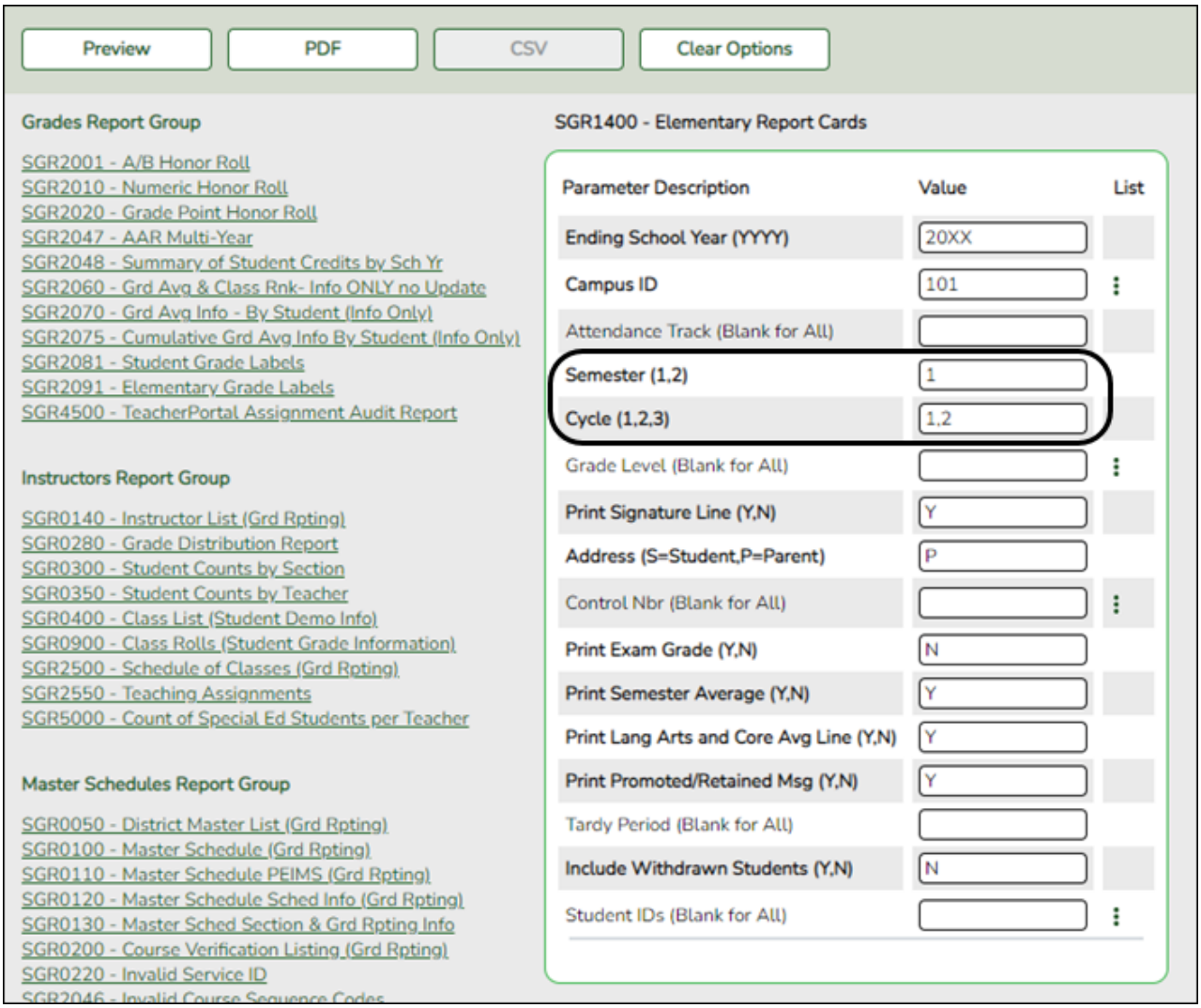


Print elementary report cards.

Print elementary report cards.

❑ **IMPORTANT:** Before printing end-of-year report cards for elementary campuses, be sure each student's **Promotion - Year End Status** and **Promotion - Retained Reason #** fields are set correctly on Registration > Maintenance > Student Enrollment > Demo3.

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1400 - Elementary Report Cards


Preview
PDF
CSV
Clear Options
Grades Report Group
SGR2001 - A/B Honor Roll
SGR2010 - Numeric Honor Roll
SGR2020 - Grade Point Honor Roll
SGR2047 - AAR Multi-Year
SGR2048 - Summary of Student Credits by Sch Yr
SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update
SGR2070 - Grd Avg Info - By Student (Info Only)
SGR2075 - Cumulative Grd Avg Info By Student (Info Only)
SGR2081 - Student Grade Labels
SGR2091 - Elementary Grade Labels
SGR4500 - TeacherPortal Assignment Audit Report
Instructors Report Group
SGR0140 - Instructor List (Grd Rpting)
SGR0280 - Grade Distribution Report
SGR0300 - Student Counts by Section
SGR0350 - Student Counts by Teacher
SGR0400 - Class List (Student Demo Info)
SGR0900 - Class Rolls (Student Grade Information)
SGR2500 - Schedule of Classes (Grd Rpting)
SGR2550 - Teaching Assignments
SGR5000 - Count of Special Ed Students per Teacher
Master Schedules Report Group
SGR0050 - District Master List (Grd Rpting)
SGR0100 - Master Schedule (Grd Rpting)
SGR0110 - Master Schedule PEIMS (Grd Rpting)
SGR0120 - Master Schedule Sched Info (Grd Rpting)
SGR0130 - Master Sched Section & Grd Rpting Info
SGR0200 - Course Verification Listing (Grd Rpting)
SGR0220 - Invalid Service ID
SGR2046 - Invalid Course Sequence Codes
SGR1400 - Elementary Report Cards
Parameter Description
Value
List
Ending School Year (YYYY)
20XX
Campus ID
101
Attendance Track (Blank for All)
Semester (1,2)
1
Cycle (1,2,3)
1,2
Grade Level (Blank for All)
Print Signature Line (Y,N)
Y
Address (S=Student,P=Parent)
P
Control Nbr (Blank for All)
Print Exam Grade (Y,N)
N
Print Semester Average (Y,N)
Y
Print Lang Arts and Core Avg Line (Y,N)
Y
Print Promoted/Retained Msg (Y,N)
Y
Tardy Period (Blank for All)
Include Withdrawn Students (Y,N)
N
Student IDs (Blank for All)

Student Name	Student ID	Grade	Control	Semester	Cycle	Year	Date
ALLEN, DEQUINTIN TRAYELYN	085268	03		1	3	18-19	11/28/2018

School
101 School

School Address
1309 101 Street Alamo City, TX 31517

Principal Name	Telephone
PHYLLIS RODRIQUEZ	555-488-7506

To the Parents/Guardians of:

ALLEN, DEQUINTIN TRAYELYN
4270 CIRCLE DRIVE
Alamo City, TX 31517

Course Title	1st 6 wks Grade	2nd 6 wks Grade	3rd 6 wks Grade	Semester 1 Avg	4th 6 wks Grade	5th 6 wks Grade	6th 6 wks Grade	Semester 2 Avg	Con-duct	Cum Yearly Avg	Comments	Teacher Name
ELA 3RD	90	90	90	90								COFTY, CHASE
LANG ARTS AVG	90	90	90	90								
MATH-3RD	80	80	80	80								TEACHER, NEW
SOC STUDIES-3RD	70	70	70	70								JONES, KATHERINE
SCI/HEALTH-3RD	90	90	90	90								GRANGER, JAMES
CORE AVG	83	83	83	83								
RTI 3RD	70	70	70	70								MATHEWS, LAURA
ART 3	80	80	80	80								SPEIGHT, SHANNON
PE - 3RD	100	100	100	100								WELCH, TOKOIA

Explanation of Comments Codes

Attendance	1st 6 wks	2nd 6 wks	3rd 6 wks	4th 6 wks	5th 6 wks	6th 6 wks	Yearly Total
Days Present	24	30	21	0	0	0	75
Days Absent	0	0	0	0	0	0	0
Excused	0	0	0	0	0	0	0
Unexcused	0	0	0	0	0	0	0
Times Tardy	0	0	0	0	0	0	0

Note: A student having excessive abs, defined by Texas Attendance Laws, may not receive credit, nor be promoted.

Campus Message Block

Campus Message Block
March 4th- Kinder and 1st grade Field Day March 5th- 2nd and 3rd grade Field Day March 6th- Early Release @ 12:30pm March 9th-13th- Spring Break March 17th-31st- Spring Fundraiser March 24th- Spring Pictures April 2nd-6th- Student Holiday April 10th- Student Holiday

******Excessive absenteeism******

Please sign and return Date

<table>
<tr>
<td>Print Promoted/Retained Msg (Y, N)</td>
<td>If Y, a message will print at the bottom of the report card according to the student’s setting in the first Promotion - Retained Reason # field on Registration > Maintenance > Student Enrollment > Demo2.
<table>
<tr><th>Retained Reason</th><th>Message on Report Card</th></tr>
<tr><td>01 Grade avg. less than 70</td><td>Grade avg. less than 70</td></tr>
<tr><td>02 Poor performance subject(s)</td><td>Poor performance subject(s)</td></tr>
<tr><td>03 Poor performance assessment</td><td>Poor performance assessment</td></tr>
<tr><td>04 By agreement parent/teachers</td><td>By agreement parent/teachers</td></tr>
<tr><td>06 Excessive absenteeism</td><td>Excessive absenteeism</td></tr>
<tr><td>99 Other factors</td><td>Other factors</td></tr>
</table>

If none of the Retained Reason # fields on the Demo2 tab contains a value, the student's year-end-status code (i.e., the Promotion - Year End Status field on the Demo2 tab) determines the message that prints on the report card.
<table>
<tr><th>Year-End-Status Code</th><th>Message on Report Card</th></tr>
<tr><td>01 Promoted next grade</td><td>Promoted</td></tr>
<tr><td>02 Retained same grade</td><td>Retained</td></tr>
<tr><td>03 Placed in next grade</td><td>Placed</td></tr>
<tr><td>21 Pending Summer School</td><td>Pending Summer School</td></tr>
<tr><td>22 Pending Other</td><td>Pending Other</td></tr>
<tr><td>23 Left District-No Status</td><td>Left District-No Status</td></tr>
<tr><td>blank</td><td>Promoted</td></tr>
</table>

If this parameter is set to Y, the promoted/retained message will only print if the report card is run for the final grade reporting cycle and semester of the school year.</td>
</tr>
</table>

VII. Complete final steps

Print recommended reports.

Print recommended reports.

The following end-of-semester reports should be generated and saved.

- Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2001 - A/B Honor Roll
- Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0280 - Grade

Distribution Report

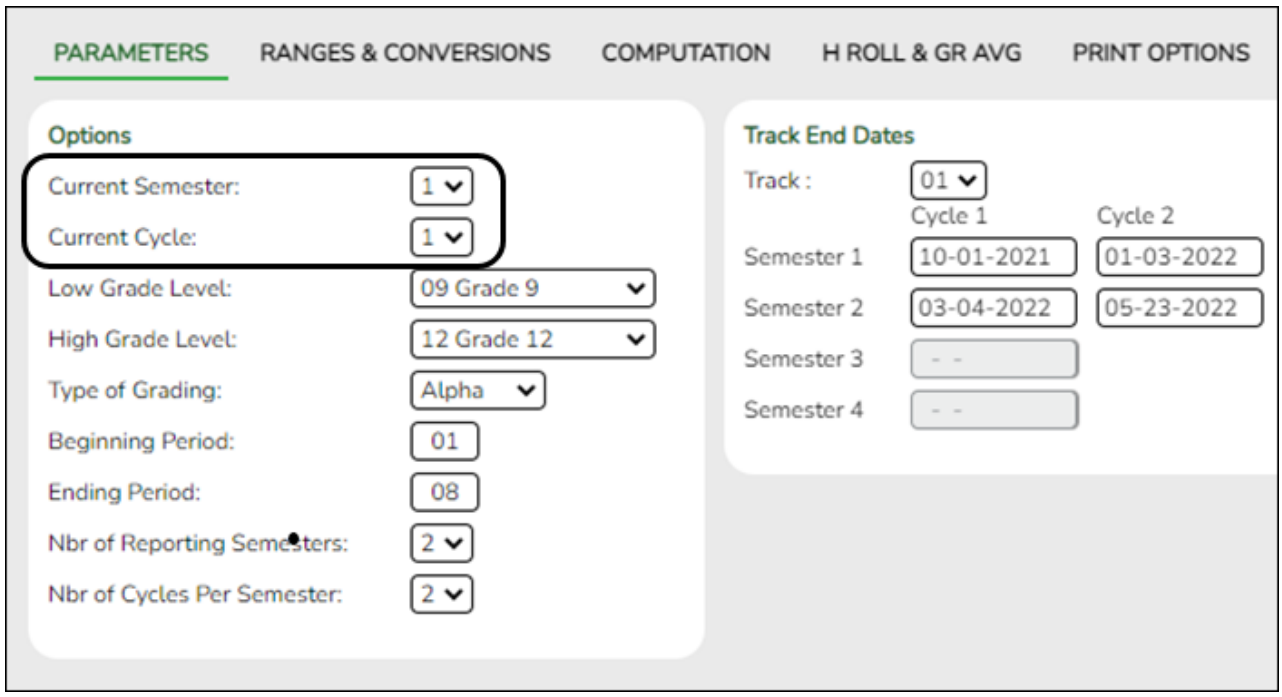
- Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
- Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1175 - Report Card Proof List
- Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1401 - Elementary Principal's Proof List

NOTE: For audit purposes, all attendance reconciliation reports for the end of cycle and semester should be printed.

Reset semester and cycle.

Reset semester and cycle.

Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters



❑ Update **Current Semester** and **Current Cycle** with the upcoming semester-cycle numbers.

Additional follow-up items.

Additional follow-up items.

REMINDERS:

❑ It may be necessary to run the Assign Pass/Fail Indicator utility at the end of the first semester, due to TREx using the Pass/Fail indicator to identify credit removal due to excessive absences. This is only applicable if the student has withdrawn. If a student has been denied credit due to excessive absences, when that student's transcript is sent through TREx, it does not pick up the asterisk from the transcript which indicates that credit was denied due to excessive absences.

❑ Follow up on any students who still have blank, incomplete, or N/G grades after closing out the semester.

> **NOTE:** If you change any grades for a student after publishing a report card, you must republish the report card to ParentPortal for the individual student.

❑ Follow up on any students who were denied credit due to excessive absences who may have regained credit.

❑ Semester 1 must be completely finished before final grades are assigned at the end of the final semester, and before assigning pass/fail indicators for PEIMS Submission 3.

❑ Run the SAT0670 or SAT0671 report for semester 1 and require instructors to sign and return the form. These must be reconciled and saved for audit purposes. This is required at the end of the first and fourth attendance cycle.

Complete grade averaging and class ranking and print transcripts.

Complete grade averaging and class ranking and print transcripts.

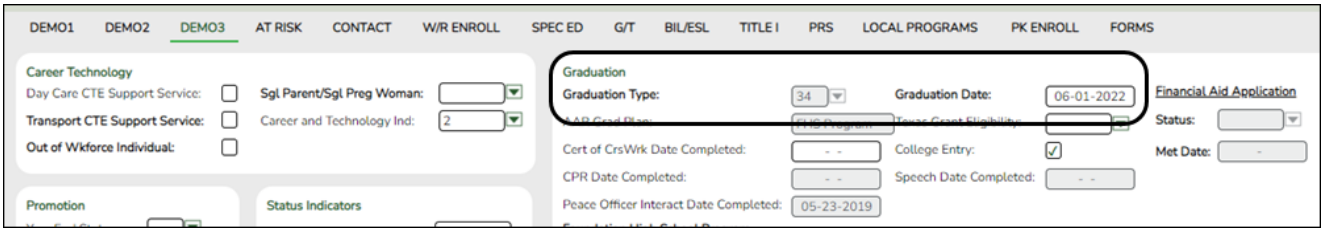
See ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs. (opens and prints separately)

VIII. End-of-year steps and ASDR preparation

Verify or update graduation type code and graduation date.

Verify or update graduation type code and graduation date.

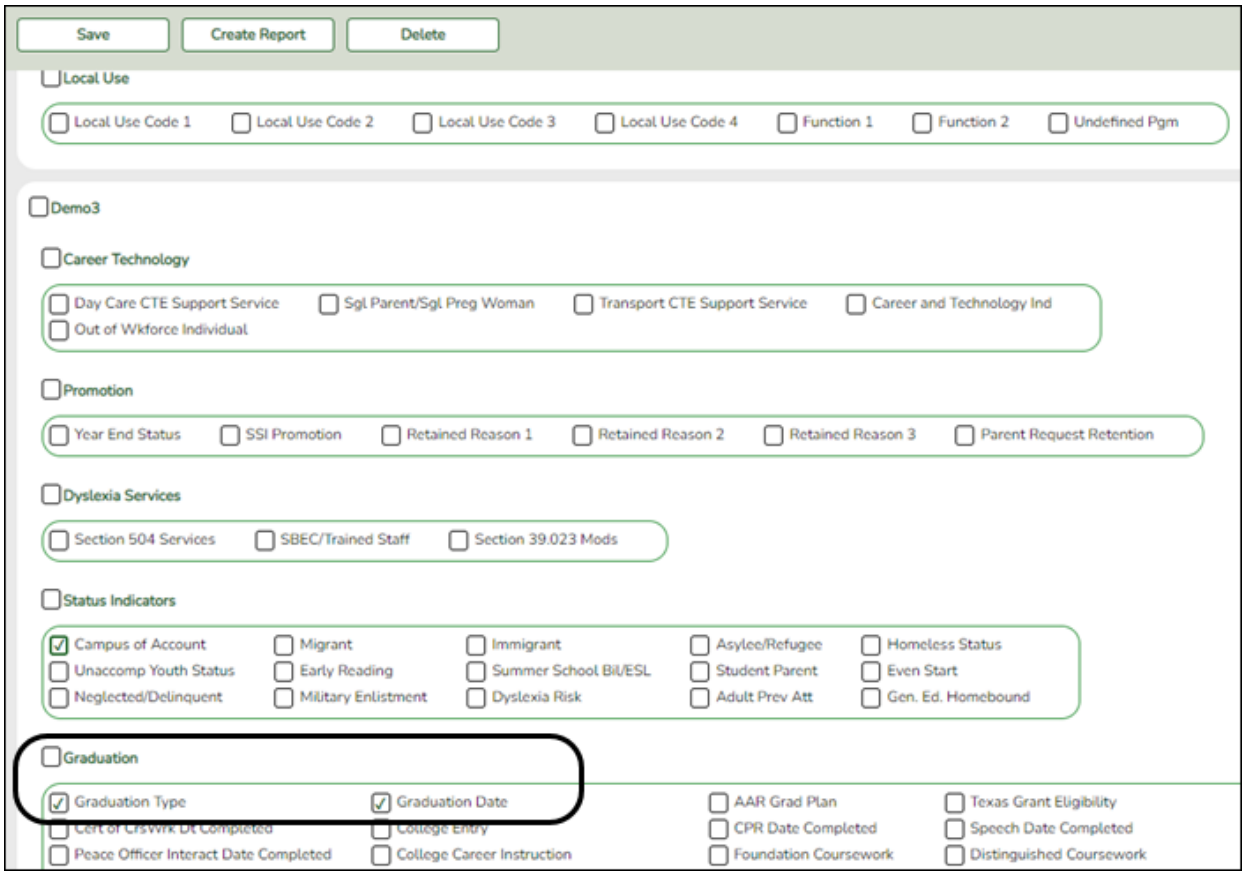
Registration > Maintenance > Student Enrollment > Demo3



- Verify graduation type code and graduation date.

  ❑ **Graduation Type** and **Graduation Date** can be verified by running the following report.

  Registration > Reports > Create Registration Report



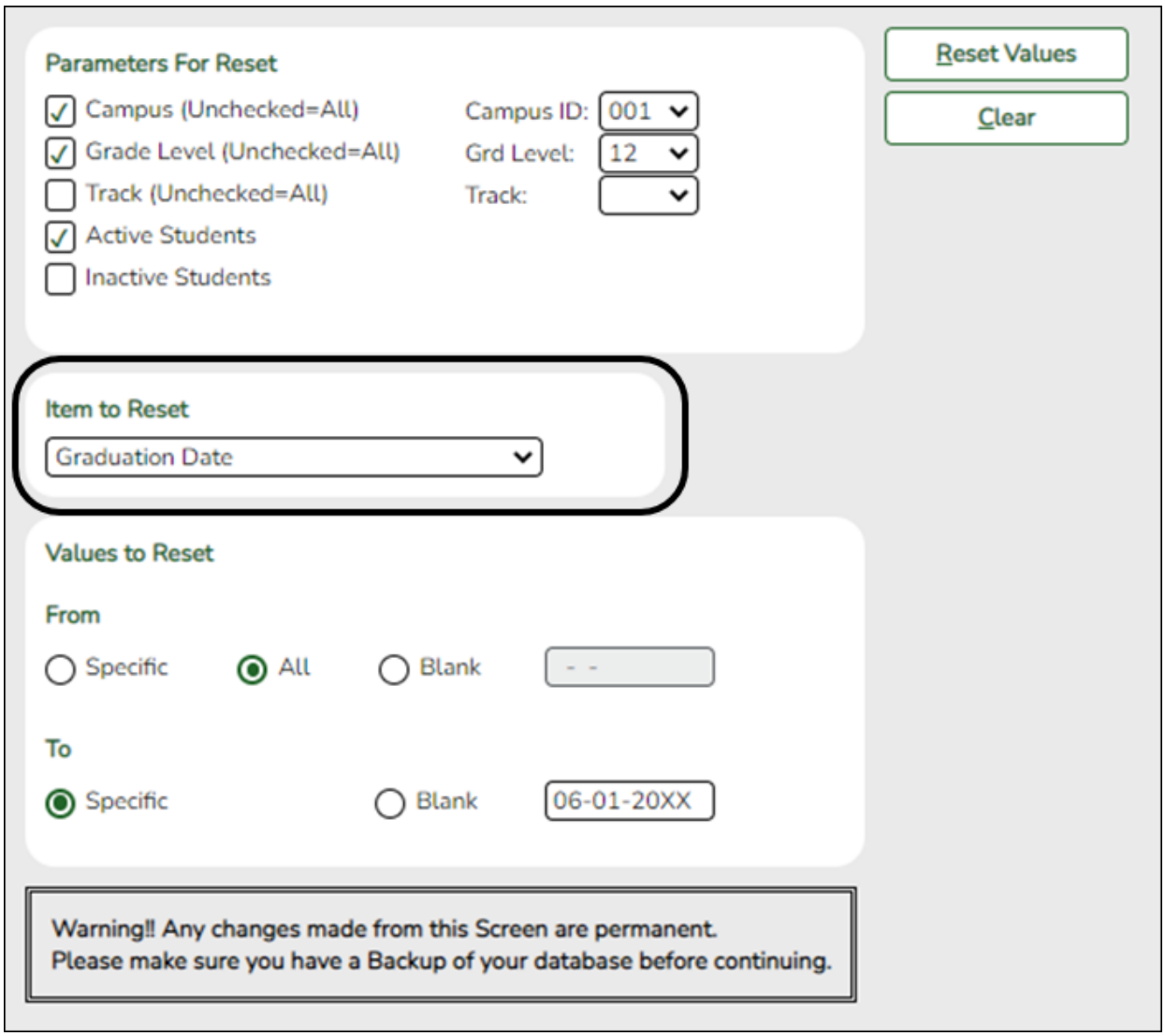
- Assign graduation date.

Graduation Date can be assigned to a group of students or to an individual student.

- Group: Registration > Utilities > Reset Values
- Individual: Registration > Maintenance > Student Enrollment > Demo3

Group:

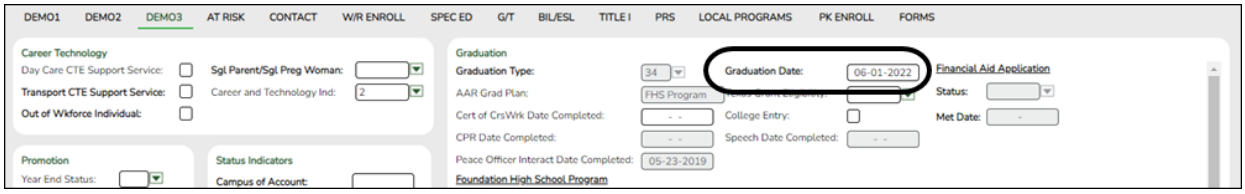
Registration > Utilities > Reset Values



❑ You can update **Graduation Date** for a group of students.

Individual:

Registration > Maintenance > Student Enrollment > Demo3



❑ You can update a student's **Graduation Date** individually.

- Assign graduation type

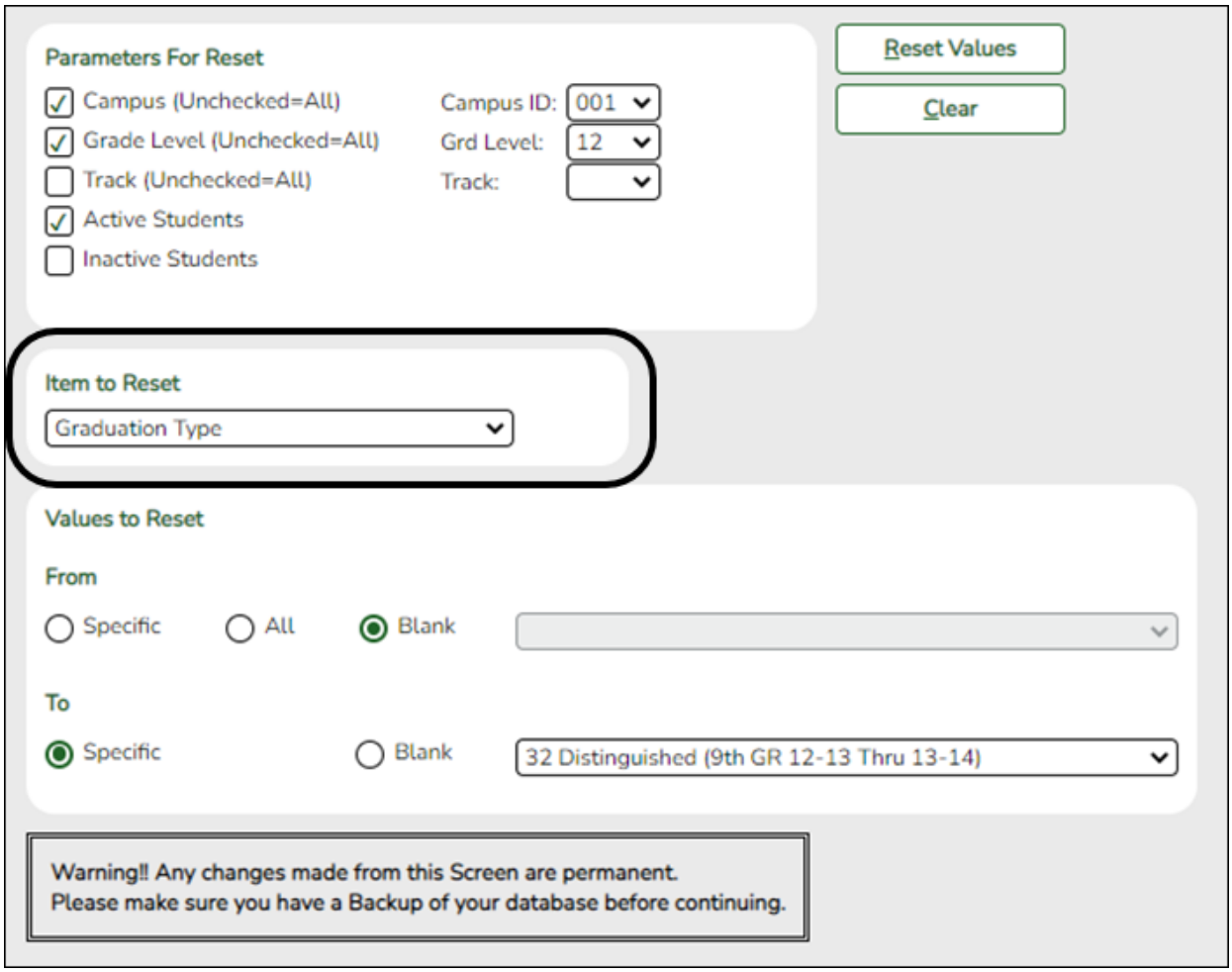
Graduation Type can be assigned to a group of students or to an individual student.

- Group: Registration > Utilities > Reset Values
- Individual: Registration > Maintenance > Student Enrollment > Demo3

NOTE: For students who have been assigned a graduation plan, **Graduation Type** should only be updated in the Graduation Plan application, not by using **Reset Values** in Registration > Utilities > Reset Values.

Group:

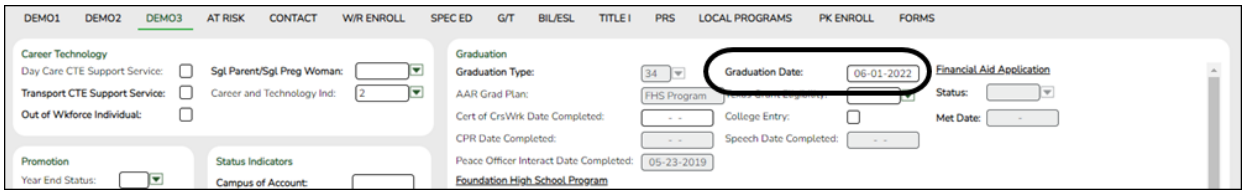
Registration > Utilities > Reset Values



❑ You can update **Graduation Type** for a group of students.

Individual:

Registration > Maintenance > Student Enrollment > Demo3



❑ You can update a student's **Graduation Type** individually.

Set next year campus and transfer students to the next year campus.

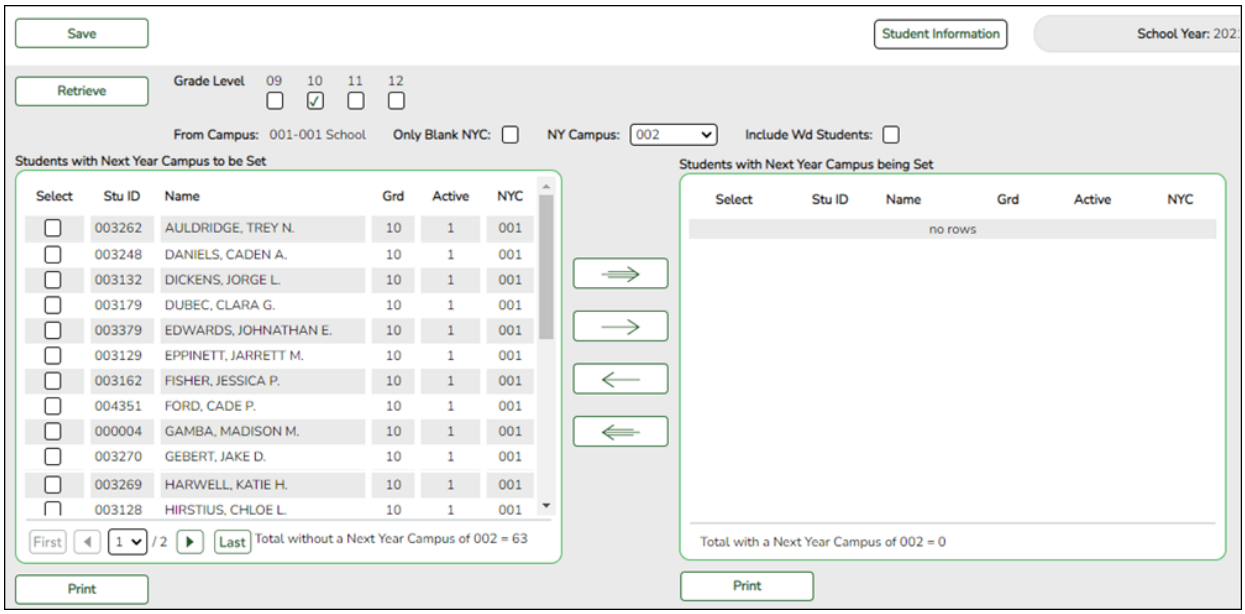
Set next year campus and transfer students to the next year campus.

The *sending* campus assigns the next year campus and transfers the students.

IMPORTANT: All campuses must complete this step, including one-campus districts because this affects Graduation Plan and grade averaging and class ranking.

1. Assign next year campus to students.

   Registration > Utilities > Set NY Campus

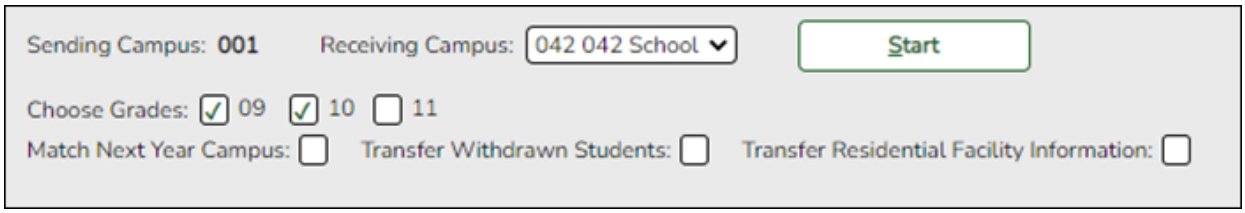


   1. Select the grade level to assign.
   2. Select the next year campus for these students.
   3. Make other selections as needed.
   4. Click **Retrieve**. The selected students are listed in the left grid.
   5. Select the students who will be assigned to the next year campus.
   6. Use the arrow buttons to move the students to the right grid.
   7. Click **Save**.
   8. If your campus feeds into multiple campuses, re-run the utility for each receiving campus.

      NOTE: If new students enroll during the school year, run the utility again to include all new students with the **Only Blank NYC** field selected.

2. Transfer the students.

Registration > Utilities > Transfer > Scheduling Transfer



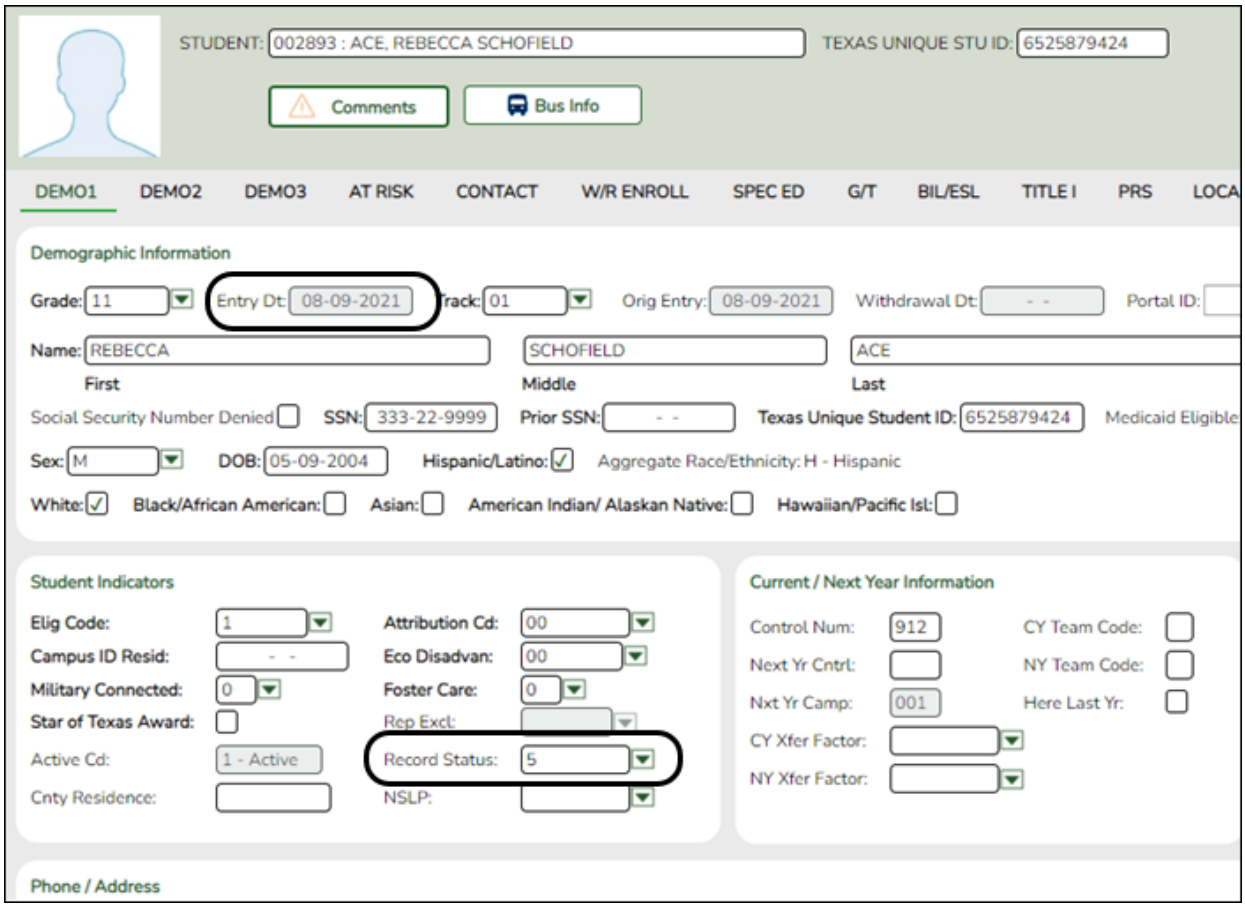
1. Select the campus where the students will be transferred (**Receiving Campus**).
2. Select the grade level to be transferred.
3. Select **Match Next Year Campus** if there are multiple next year campuses to which students are being transferred.
4. Click **Start**.
5. Repeat until all students have been transferred.

IMPORTANT:

About pre-registering students:

If you need to set up a student who is not currently attending the campus/district but will attend next year, you must register the student in current year registration. The student should be pre-registered in the campus they will attend in the new school year.

Registration > Maintenance > Student Enrollment



- Use the grade level the student will be in next year.
- Use the last day of the current year as the Date of Entry (WR Enroll tab).
- Use Record Status 5 (not enrolled this year but will attend next year).

WARNING: Do not use Record Status 4, or the program will not let you edit or delete the student until after Annual Student Data Rollover is done.

Returning current year student: If you have a current year student who has withdrawn, but intends to come back next year, do not use these steps to pre-register them or current year data will be skipped during PEIMS. This student will need to be registered after ASDR is done in the summer.

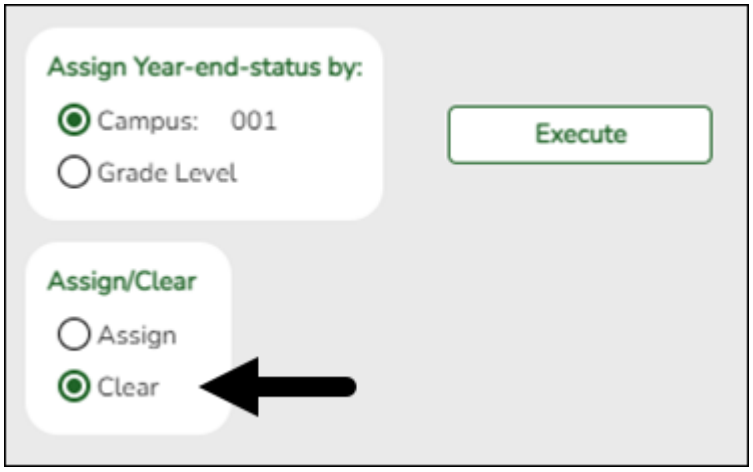
Update year-end-status codes.

Update year-end-status codes.

Skip this step if year-end-status codes have been assigned for the current year.

1. Clear existing year-end-status codes.

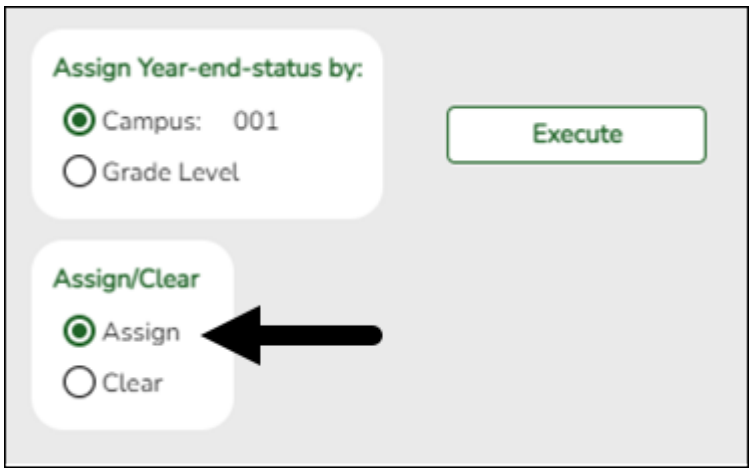
   Grade Reporting > Utilities > Assign or Clear Year-End-Status Code



   1. Under **Assign/Clear**, select **Clear**.
   2. Click **Execute**.

2. Assign year-end-status codes.

   Grade Reporting > Utilities > Assign or Clear Year-End-Status Code



   1. Under **Assign Year-end-status by**, select **Campus** or **Grade Level**.

      If **Grade Level** is selected, a drop-down menu with all grade levels on the campus is displayed. Select the grade level.
      If **Grade Level 12** is selected, the **Graduate Exit Date** field is displayed. Enter the date.

> **NOTE**: To avoid funding impacts, enter the Graduate Exit Date as the **day after the last day of school**.

2. Under **Assign/Clear**, select **Assign**.

   If selected, only blank year-end-status codes are updated, and retained reason codes are cleared.

   Blank year-end-status codes are updated as follows:

   - Grade levels KG and 1-8 are updated to code *01* (*Promoted next grade*).
   - Grade levels 9-11 are updated to code *11* (*Advanced next grade*).
   - Grade level 12 is updated to code *12* (*Graduated*).

   If a Graduate Exit Date is entered, when the Year-End-Status Code is assigned, the system will also:

   - Populate the Exit Date
   - Assign *Reason Code 01*

3. Click **Execute**.

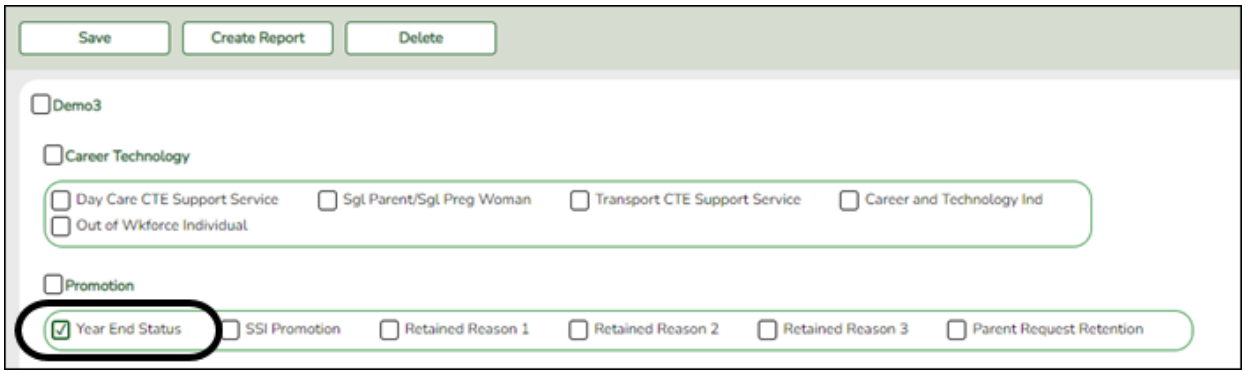
Warning Message:
If the Graduate Exit Date entered is on or before the last day of school on the earliest ending track, a warning message will appear.

If **OK** is selected, a warning report will display all students whose Exit Date is prior to the day after their track's last day of school.

> **IMPORTANT:** This step marks *all* students as promoted. You must individually change all students who were not promoted on *Registration > Maintenance > Student Enrollment > Demo2*.

3. (Optional) Create a report to confirm that codes were updated.

   Registration > Reports > Create Registration Report



1. Select the **Year End Status** field and any other necessary demographic fields, including **Active** and **Record Status**.
2. Click **Create Report**.
3. Once the report is generated, filter the report by the *Active* and *Record Status* columns.

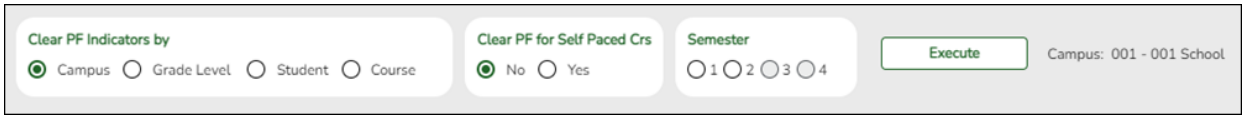
Update pass/fail indicators.

Update pass/fail indicators.

Follow these steps to properly assign pass/fail indicators for all students.

1. Clear existing pass/fail indicators.

   Grade Reporting > Utilities > Clear Pass/Fail Indicators

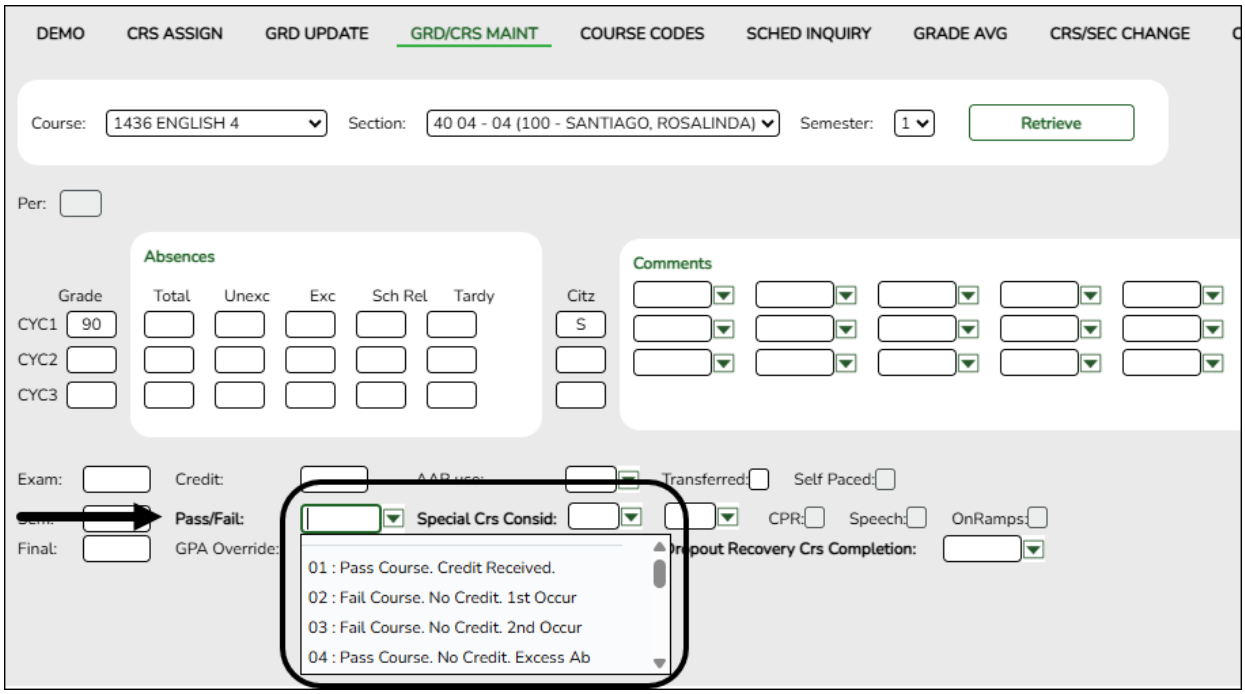
   

   This utility clears the **Pass/Fail** field on Maintenance > Student > Individual Maint > Grd/Crs Maint.

   Select the criteria and click **Execute**.

2. Assign pass/fail indicators to individuals.

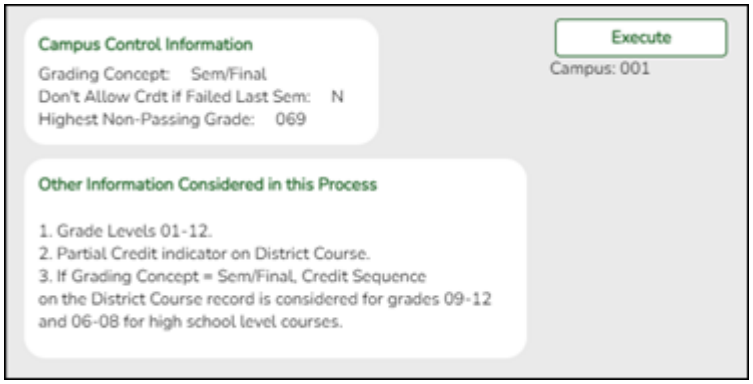
   Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint



Pass/Fail	Indicate the student's academic outcome for the course. TWEDS Data Elements: CourseCompletionIndicator (E1068) CourseAttemptResult (E0949) (Code table: C136) Edits: • Code 00 is only allowed if there is no semester average for any grade level or credit level. • Codes 00, 13, and 14 are only allowed for grade levels 1-8, and only for courses that are not high school-level credit. • Codes 00-12 are only allowed for high school-level credit courses.

3. Mass assign pass/fail indicators.

   Grade Reporting > Utilities > Assign Pass Fail Indicators



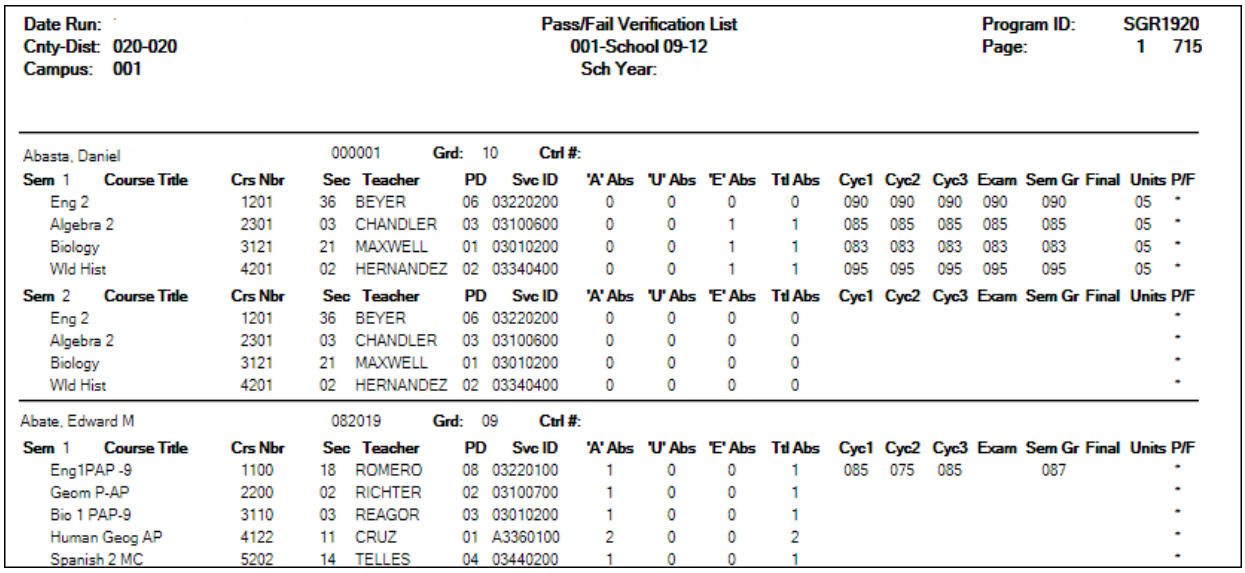
   The utility populates the **Pass/Fail** field on Maintenance > Student > Individual Maint >

Grd/Crs Maint.
If the course is Dual Credit, the utility will also populate the **College Credit Hrs** field.

1. Click **Execute**.
2. If errors are encountered, review the error list and correct errors.
3. Run the utility again until all students have a correct pass/fail indicator.

4. Run a report to verify that pass/fail indicators are assigned correctly.

SGR1920 - Pass/Fail Verification List



Date Run:
Cnty-Dist: 020-020
Campus: 001

Pass/Fail Verification List
001-School 09-12
Sch Year:

Program ID: SGR1920
Page: 1 715

Abasta, Daniel 000001 Grd: 10 Ctrl #:

Sem 1 Course Title	Crs Nbr	Sec	Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
Eng 2	1201	36	BEYER	06	03220200	0	0	0	0	090	090	090	090	090		05	*
Algebra 2	2301	03	CHANDLER	03	03100600	0	0	1	1	085	085	085	085	085		05	*
Biology	3121	21	MAXWELL	01	03010200	0	0	1	1	083	083	083	083	083		05	*
Wld Hist	4201	02	HERNANDEZ	02	03340400	0	0	1	1	095	095	095	095	095		05	*
Sem 2 Course Title	**Crs Nbr**	**Sec**	**Teacher**	**PD**	**Svc ID**	**'A' Abs**	**'U' Abs**	**'E' Abs**	**Ttl Abs**	**Cyc1**	**Cyc2**	**Cyc3**	**Exam**	**Sem Gr**	**Final**	**Units**	**P/F**
Eng 2	1201	36	BEYER	06	03220200	0	0	0	0								*
Algebra 2	2301	03	CHANDLER	03	03100600	0	0	0	0								*
Biology	3121	21	MAXWELL	01	03010200	0	0	0	0								*
Wld Hist	4201	02	HERNANDEZ	02	03340400	0	0	0	0								*

Abate, Edward M 082019 Grd: 09 Ctrl #:

Sem 1 Course Title	Crs Nbr	Sec	Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
Eng1PAP -9	1100	18	ROMERO	08	03220100	1	0	0	1	085	075	085		087			*
Geom P-AP	2200	02	RICHTER	02	03100700	1	0	0	1								*
Bio 1 PAP-9	3110	03	REAGOR	03	03010200	1	0	0	1								*
Human Geog AP	4122	11	CRUZ	01	A3360100	2	0	0	2								*
Spanish 2 MC	5202	14	TELLES	04	03440200	1	0	0	1								*

Print and review the report.

Run Set Student CTE Indicators Utility

Set Student CTE Indicators utility.

Registration > Utilities > Set Student CTE Indicators

This utility assigns CTE code 1 (i.e., *enrolled*) to all students in grade levels 6-12 who are taking at least one CTE course (i.e., the C022 service ID type is VOED). This utility should be run for Fall and Summer PEIMS.

NOTE: Students with CTE code 2 (i.e., participant in a coherent sequence of courses) are *not* reset to 1. This utility does not change codes for these students.

Users must run the Set Student CTE Indicators utility before generating the following reports,

extracts or logic that rely on this utility to produce correct CTE Counts:

- SAT0900
- SAT0600
- SAT0900C
- SAT920
- SAT950
- SAT2100
- SGR2500
- PEIMS Attendance Extract

Update data:

Campus	Select the campus for which to set student CTE indicators.

❑ Select one:

Set CTE Indicators for Fall PEIMS	Select to set CTE Indicators for fall PEIMS.	
	As-of Date (MMDDYYYY)	The PEIMS as-of date is displayed by default. Type a different as-of date if necessary. The CTE code will be set to *1* for all students enrolled in a CTE course on this date.
Set CTE Indicators for Summer PEIMS	Select to set CTE Indicators for summer PEIMS. The as-of date is the date you run the utility. The CTE code is set to *1* for students who completed a CTE course (or are expected to) during the school year. For one-semester courses, the student must have a semester average or currently be enrolled in the course. For two-semester courses, the student must have an average for the first and second semester, or currently be enrolled in the course and have a first semester average (okay to have a blank second semester average). For four-semester courses, the student must have an average for the first, second, third, and fourth-semester, or currently be enrolled in the course and have a first, second, and third-semester average (okay to have a blank fourth semester average).	

❑ Click **Execute**.

Preview Errors	Click to view the list of students with updated codes. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Print final Academic Achievement Record (AAR).

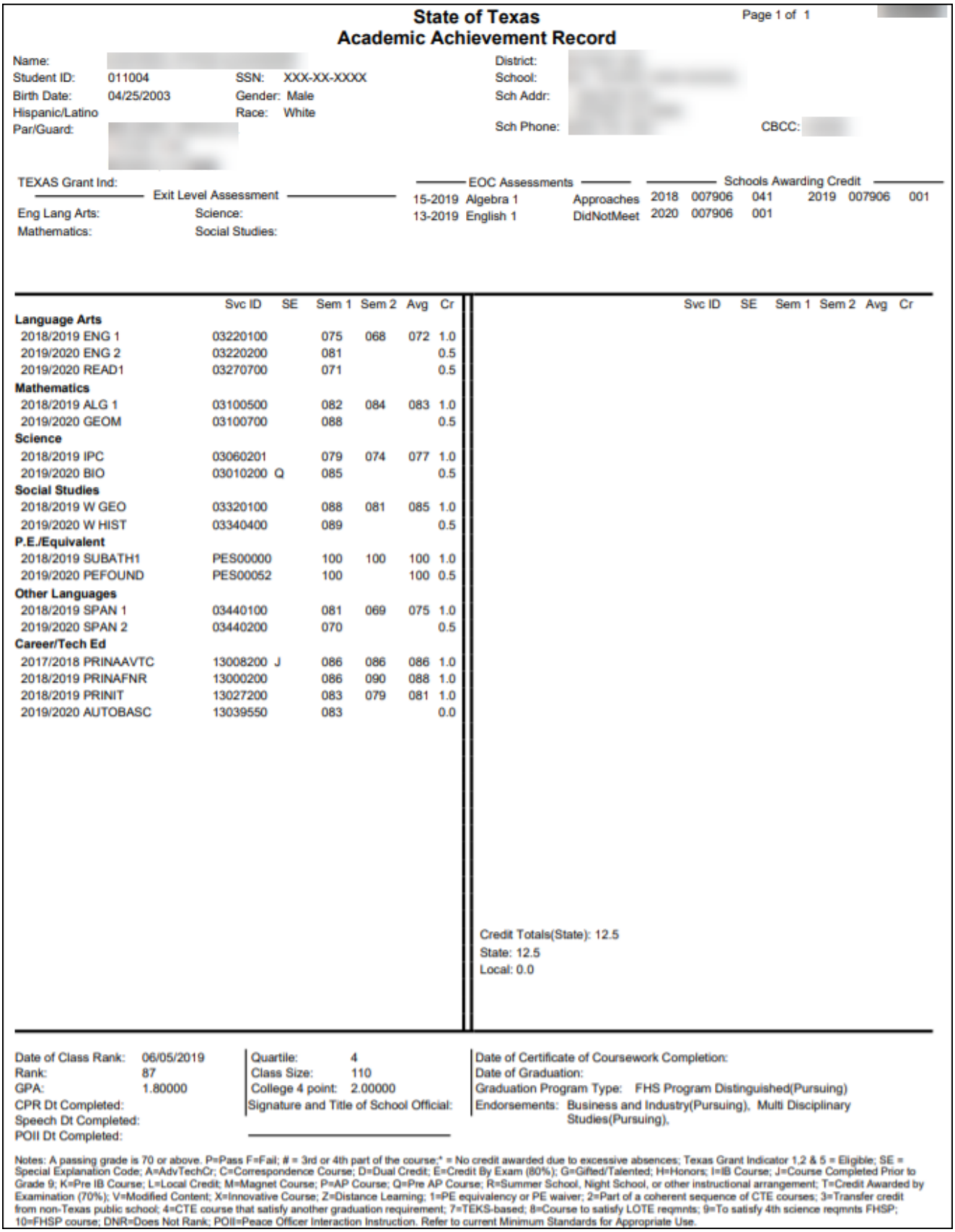
Print final Academic Achievement Record (AAR).

AARs can be printed for a group of students or for an individual student.

- Group: Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year
- Individual: Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses

Group:

Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year



State of Texas
Academic Achievement Record

Page 1 of 1

Name:
Student ID: 011004 SSN: XXX-XX-XXXX
Birth Date: 04/25/2003 Gender: Male
Hispanic/Latino Race: White
Par/Guard:

District:
School:
Sch Addr:
Sch Phone: CBCC:

TEXAS Grant Ind:

Exit Level Assessment

Eng Lang Arts: Science:
Mathematics: Social Studies:

EOC Assessments

15-2019 Algebra 1 Approaches
13-2019 English 1 DidNotMeet

Schools Awarding Credit

2018 007906 041
2019 007906 001
2020 007906 001

	Svc ID	SE	Sem 1	Sem 2	Avg	Cr
Language Arts						
2018/2019 ENG 1	03220100		075	068	072	1.0
2019/2020 ENG 2	03220200		081			0.5
2019/2020 READ1	03270700		071			0.5
Mathematics						
2018/2019 ALG 1	03100500		082	084	083	1.0
2019/2020 GEOM	03100700		088			0.5
Science						
2018/2019 IPC	03060201		079	074	077	1.0
2019/2020 BIO	03010200	Q	085			0.5
Social Studies						
2018/2019 W GEO	03320100		088	081	085	1.0
2019/2020 W HIST	03340400		089			0.5
P.E./Equivalent						
2018/2019 SUBATH1	PES00000		100	100	100	1.0
2019/2020 PEFOUND	PES00052		100		100	0.5
Other Languages						
2018/2019 SPAN 1	03440100		081	069	075	1.0
2019/2020 SPAN 2	03440200		070			0.5
Career/Tech Ed						
2017/2018 PRINAAVTC	13008200	J	086	086	086	1.0
2018/2019 PRINAFNR	13000200		086	090	088	1.0
2018/2019 PRINIT	13027200		083	079	081	1.0
2019/2020 AUTOBASC	13039550		083			0.0

Svc ID	SE	Sem 1	Sem 2	Avg	Cr

Credit Totals(State): 12.5
State: 12.5
Local: 0.0

Date of Class Rank: 06/05/2019
Rank: 87
GPA: 1.80000
CPR Dt Completed:
Speech Dt Completed:
POII Dt Completed:

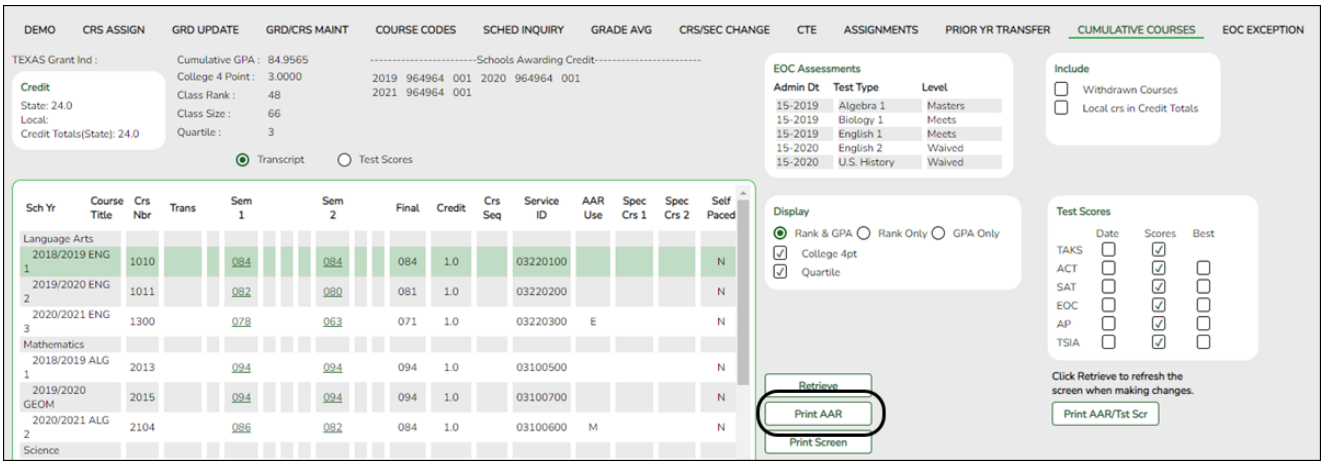
Quartile: 4
Class Size: 110
College 4 point: 2.00000
Signature and Title of School Official:

Date of Certificate of Coursework Completion:
Date of Graduation:
Graduation Program Type: FHS Program Distinguished(Pursuing)
Endorsements: Business and Industry(Pursuing), Multi Disciplinary Studies(Pursuing),

Notes: A passing grade is 70 or above. P=Pass F=Fail; # = 3rd or 4th part of the course;* = No credit awarded due to excessive absences; Texas Grant Indicator 1,2 & 5 = Eligible; SE = Special Explanation Code; A=AdvTechCr; C=Correspondence Course; D=Dual Credit; E=Credit By Exam (80%); G=Gifted/Talented; H=Honors; I=IB Course; J=Course Completed Prior to Grade 9; K=Pre IB Course; L=Local Credit; M=Magnet Course; P=AP Course; Q=Pre AP Course; R=Summer School, Night School, or other instructional arrangement; T=Credit Awarded by Examination (70%); V=Modified Content; X=Innovative Course; Z=Distance Learning; 1=PE equivalency or PE waiver; 2=Part of a coherent sequence of CTE courses; 3=Transfer credit from non-Texas public school; 4=CTE course that satisfy another graduation requirement; 7=TEKS-based; 8=Course to satisfy LOTE reqmnts; 9=To satisfy 4th science reqmnts FHSP; 10=FHSP course; DNR=Does Not Rank; POII=Peace Officer Interaction Instruction. Refer to current Minimum Standards for Appropriate Use.

Individual:

Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses (Click **Print AAR**)



Print all attendance audit reports.

Print all attendance audit reports.

❑ Verify that all required attendance audit reports have been generated from ASCENDER and stored for your records, as well as other reports required for the district. **Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.**

> **IMPORTANT:** The following attendance reports *must* be generated throughout the year and retained for auditing purposes. They can be saved as a PDF.
>
> **These reports are *not* available in Historical.**

❑ Attendance Reports > Audit > SAT0600 - Student Detail Report

Verify that individual student membership information is correct, and that the totals on the summary page match the totals on the SAT0900 Principal/Superintendent semester report.

❑ Attendance Reports > Audit > SAT0900 - Campus/District Summary Report

Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. Verify that the report is balanced against the SAT0600 - Student Detail Report

report.

❑ Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report

This report is the same as SAT0900, except it provides information for multiple tracks.

❑ Attendance Reports > Audit > SAT0670 - Teacher Membership Roster by Control Num

or Attendance Reports > Audit > SAT0671 - Teacher Membership Roster by Period

Verify that first and fourth six weeks campus membership is balanced against district enrollment totals on SAT1000.

❑ Attendance Reports > Students > SAT0400 - Daily Attendance Summary

Verify that daily attendance summaries have been balanced daily.

❑ Attendance > Reports > Attendance Reports > Rosters > SAT1370 - Class Attendance Verification

Print current year class attendance by instructor name or control number. Use for attendance verification for all attendance or grade reporting cycles.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover